INTRODUCTION

Welcome to Penn Summer Abroad! We are delighted you have chosen to participate in this cross-cultural study program and we want to help you make the most of this experience.

This handbook covers a wide range of information about the summer study abroad programs. Please read it carefully and take it with you on the program for reference. Besides this handbook, you will also receive location and program-specific information prepared by your program director. It is your responsibility to attend the orientation meetings for your program and read all information provided in both this handbook and other handouts carefully.

One of the best ways to prepare for study abroad is to learn as much as possible about the program and host country prior to your departure. However, it won’t be possible to prepare yourself completely and there will be situations you will not have anticipated. Your willingness to adapt these changes will determine greatly the kind of experience you will have while abroad.

Please feel free to contact us with any questions or concerns. We look forward to assisting you in the weeks prior to your departure.

We wish you a successful and rewarding study abroad experience!

Many of the policies and resources in this handbook were drawn from The Penn Practical Abroad Resource Guides and the LPS Undergraduate Handbook but have been adapted, when applicable, to the unique context of the short-term faculty-led program. Penn Summer Abroad revises this handbook annually, and your comments and suggestions for next year’s handbook are welcome. Direct them to:

Penn Summer Abroad
College of Liberal and Professional Studies
University of Pennsylvania
3440 Market Street, Suite 100
Philadelphia, PA 19104-3335
E-mail: summerabroad@sas.upenn.edu
Phone: 215-746-7075
Fax: 215-573-2053

Non-Discrimination Policy Statement
The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (215) 898-7803 (TDD).
PENN SUMMER ABROAD
TRAVEL PREPARATION CHECKLIST

This is a general list of things to do/think about/research as you prepare for your summer abroad. The Penn Summer Abroad Student Handbook available from www.upenn.edu/summerabroad gives more details. Program Directors may also provide more country-specific information.

PENN ADMINISTRATION

☐ Discuss study abroad plans with appropriate school advisor.
☐ Complete the Penn Summer Abroad Statement of Committal form and pre-departure documents by noted deadlines.
☐ Attend mandatory on-campus orientations (dates will be announced). Visiting students who are unable to attend will be sent the materials that are covered in the orientation.
☐ Confirm your Summer Abroad registration in Penn’s Global Activities Registry and enter flight information. Details will be provided at on-campus orientation sessions.
☐ Visiting students: set up your PennKey and become familiar with how to access your student account and other Penn electronic resources.

TRAVEL PREPARATION

☐ Apply early for a passport or make sure your current one is valid for at least 6 months past your return date.
☐ Make flight arrangements (travel and trip cancellation insurance is recommended!). If you wish, you may coordinate with others in the program to travel together. The program will provide specific instructions for how/when to meet up with your study abroad group.
☐ Check visa requirements with the consulates of the country(s) you will be visiting. Obtain visa as needed.
☐ If non-US citizen, consult an international student advisor.
☐ If you will arrive before program housing is available, arrange for temporary accommodations.
☐ Obtain 2 passport style photos (2x2 inches) for student identification card/transportation card (Venice)

FINANCIAL MATTERS

☐ Plan your budget. Refer to program cost sheet on the website. Bring an emergency fund (minimum $400).
☐ Apply for Student Summer Term Financial Aid (if applicable).
☐ Discuss a plan with your family for getting more money in the case of an emergency. Check Western Union details and service fees, credit card services, and ATM availability.
☐ Plan to bring appropriate credit cards, bank cards, and travelers checks.
☐ Research your credit/debit card for any additional fees that may be applied when using these cards abroad.

HEALTH AND SAFETY

☐ Inform yourself of health & safety issues and discuss them with your family.
☐ Schedule a physical examination with your doctor or at the Student Health Center (required for pre-departure form). Make sure you receive all appropriate vaccinations.
☐ Review your health insurance plan to understand what it covers while you are abroad. Purchase additional coverage if needed. Take insurance card with you.
☐ Become familiar with the International SOS website and their resources. Download the app to your smart phone. All program participants are automatically covered by Penn’s group policy. You still need your regular health insurance but International SOS includes emergency evacuation. www.internationalsos.com. Log in with 11BSGC000012.
☐ Make arrangements to have medications, prescriptions, saline solutions, extra eye-glasses, etc. ready to take with you. Pack it in your carry-on luggage. It should be in the original, properly labeled containers.
☐ U.S Citizens register on-line with the U.S. State Department. https://travelregistration.state.gov/ibrs/ui/ International students register with the equivalent or your embassy in the host country.
☐ Write down important phone numbers, including the program director’s cell phone, the embassy, International SOS, Penn Summer Abroad office and Penn Police. Carry it with you at all times. Share these numbers with your parents/guardians.
Arrange for an international calling card and/or make plans to purchase a cell phone abroad.
# IMPORTANT CONTACT INFORMATION

As a regular part of your safety preparedness, collect and carry the following contact information at all times.

<table>
<thead>
<tr>
<th><strong>Program Director cell phone and e-mail:</strong></th>
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<tbody>
<tr>
<td>Your director will provide the cell number either prior to departure or as soon as you arrive in your host country. Use it for emergencies and to keep the director informed of your whereabouts.</td>
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<tr>
<th><strong>Coordinator/Instructor(s) cell phone:</strong></th>
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<tr>
<th><strong>Residence phone:</strong></th>
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<tr>
<th><strong>Local police:</strong></th>
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<tr>
<td>Information provided by program director.</td>
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<tr>
<th><strong>Local hospital/clinic:</strong></th>
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<tr>
<td>Information provided by program director.</td>
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<tr>
<th><strong>Embassy or Consulate:</strong></th>
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<tr>
<td>Visit <a href="http://www.embassiesabroad.com">www.embassiesabroad.com</a> to locate the nearest embassy or consulate in your host country.</td>
</tr>
<tr>
<td>We recommend that you also register with your embassy in the host country either prior to or immediately upon arrival. This enables the embassy to better assist you in case of emergency. U.S. citizens can register travel online with the US State Department at <a href="https://travelregistration.state.gov/ibrs/ui/">https://travelregistration.state.gov/ibrs/ui/</a>. International Students may contact their country’s embassy or consulate to do the same.</td>
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<tr>
<th><strong>International SOS:</strong></th>
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<tr>
<td>Call collect 24/7 to the Philadelphia center 001-215-942-8226.</td>
</tr>
<tr>
<td>(In the U.S. use 1-800-523-6586)</td>
</tr>
<tr>
<td>Penn’s Scholastic Group Membership number: <strong>11BSGC000012</strong></td>
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<tr>
<td>Most countries also have a local or regional Alarm Center that can assist you. See Page 8 for details.</td>
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<table>
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<tr>
<th><strong>Penn Summer Abroad office:</strong></th>
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<tr>
<td><strong>Dial 001 before any of the U.S. numbers when calling from overseas.</strong></td>
</tr>
<tr>
<td>Office hours: Monday-Friday, 9am-5pm Eastern Standard Time</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:summerabroad@sas.upenn.edu">summerabroad@sas.upenn.edu</a></td>
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</table>

Inform your parents or guardians that locating a student in a program overseas may sometimes be difficult due to the intensive pace of a short-term program. Penn Summer Abroad is in constant communication with program directors and will assist in any emergency situation.

**Emergency After Hours:** **215-573-3333** (Penn Police)

Explain to the officer that there is an emergency involving a student abroad. Security will help you identify the person at Penn who can assist you.

<table>
<thead>
<tr>
<th><strong>Family Contact Information at home and work:</strong></th>
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**What to do in a Health, Safety, or Legal Emergency** (see page 28-32 for additional notes)

- Seek local emergency medical or police assistance as appropriate.
- Contact your program director.
- Keep your parents informed
- If applicable, follow the on-site emergency instructions and go to the designated safe meeting point.
- If it is a city or country-wide emergency and you cannot make contact with your group, make sure to check in with your embassy and/or International SOS to let them know where you are and get updated security information.
- Contact Penn Summer Abroad staff if they can be of assistance.
PRE-DEPARTURE INFORMATION

TRAVEL PREPARATIONS

Passport
If you do not already have a passport, make sure you apply for one several months in advance. Passport application forms and instructions can be obtained at the U.S. Post Office or at http://travel.state.gov.

If you already have a passport, check the expiration date and make sure you have at least two blank pages for entry/exit stamps. Some countries will require your passport be valid for at least six months from the day you enter the foreign country. If your passport will expire in less than six months from your date of departure, you should renew it before you leave to be on the safe side.

Remember that your passport is the most important legal document you have while you are outside the U.S. Be sure you guard it carefully. **Do not travel away from your study abroad site, and particularly away from your host country, without your passport.**

Keep a copy of the first 2 pages (pages with your picture and personal information) of your passport in a separate location in case you lose your passport.

Visas for U.S. Citizens
A visa is official permission granted by the authorities of the country where you will study or travel which allows you to enter and remain in that country. Most of the countries where Penn Summer Abroad has programs do not require U.S. citizens to have visas for a short-term stay (less than 90 days). In many cases, the regulations regarding a student visa are for semester or year-long study at a local university rather than short-term programs offered by a U.S. university.

If your program requires a visa, instructions on how to obtain a visa will be provided by the Penn Summer Abroad office. If you are planning to travel to countries other than the site of your program, check requirements with the consulates of these specific countries as they may require a tourist or transit visa. Be aware of how much time it takes to get a visa for the country you are visiting.

In some cases even though a visa may not be required, appropriate acceptance letters and financial documentation are required for entry into the country (e.g. United Kingdom). Penn Summer Abroad will provide you with instructions concerning what documents will be needed.

Visas for Non-U.S. Citizens
Non-U.S. citizens participating in Penn Summer Abroad may have different visa requirements than U.S. students. If you are not a U.S. citizen, you should check with the consulate of the country of your citizenship and the nearest consulate of the country where you plan to study. You must also check on the visa requirements for each country in which you plan to travel on the way to or from your Penn Summer Abroad program site: it is possible you will also need a visa for each of those countries. It is important to initiate this process immediately in order to assemble documents and allow time for lengthy procedures. Contact Penn Summer Abroad office for assistance if you require any additional documentation about the program for your visa application.

In addition, if you are a Penn student with non-U.S. citizenship, you must notify the International Students and Scholar Services office of your plans to study abroad. (Visiting students must notify the similar office at their home school.) You will need paperwork from this office to make sure that you will be able to return to the U.S. after completing your summer abroad program. U.S. permanent residents should also check with the U.S. Citizenship and Immigration Services concerning regulations for reentry into the U.S.
Dual Nationality
Different countries have different laws concerning citizenship. Some countries may claim you as a citizen of their country if you were born there, if one of your parents is a citizen of that country, if you are married to a citizen of that country, etc. If any of these apply in your circumstances, be sure to clarify your status with that country’s embassy or consulate before you leave.

If you have any visa-related questions you can also forward your inquiries to International Students and Scholar Services at 215-898-4661 or isss@pobox.upenn.edu.

Air Tickets
You are responsible for making your own arrangements for travel overseas to your Penn Summer Abroad program site, with the exception of the Havana program. Site-specific information about your arrival and departure will be provided by the program director. You should take this information into account before you purchase your ticket. Start researching flights early. There are many possibilities and a wide variation in prices. You will receive a list of students in your program after the group is finalized. Contact the ones who are likely to travel from the same airport. You may be able to travel together.

We strongly recommend purchasing travel and trip cancellation insurance that will provide coverage for lost baggage or unforeseen events that may require changing your ticket.

Penn’s Global Activities Registry
Penn Summer Abroad will enter you as a group in Penn’s Global Activities Registry and will receive an email notice to verify the information and add to your flight itinerary. The Registry is used by the university to facilitate assistance in case of any emergency. www.upenn.edu/globalactivities

Immunizations
Make sure you receive all appropriate inoculations. Consult with the Penn Student Health Center or your primary health care provider. Any of the following sites are good resources for information on required or recommended vaccines and immunizations for travel abroad.

- Penn Student Health Travel Services: schedule a travel consultation and an immunization appointment
  http://www.vpul.upenn.edu/shs/travelser.php
- Penn Travel Medicine: http://pennhealth.com/travel
  Log in at the Members Section using the Penn’ Group Plan number (11BSGC000012). Immunizations are part of their comprehensive country guides.
- Centers for Disease Control and Prevention: www.cdc.gov

MEDICAL INSURANCE
Penn Summer Abroad requires proof of health insurance coverage for the period of the program. However, it is your responsibility to make sure that your insurance covers you adequately on the program. You or your parents/guardians must check with your health insurance carrier to confirm if/how it will cover you while you are abroad. Become familiar with the coverage provisions, deductible items, and the process for making claims abroad.

Typically when you are abroad, you will need to pay for your medical care before you leave the clinic or hospital even if you have adequate health insurance. In order to apply for reimbursement from your insurance company you will have to provide a copy of all the receipts and bills for your treatment just as you would at home. You can send the bills and receipts home to your parents or guardians so they can submit them to the insurance company for reimbursement. Be sure to keep anything the hospital or clinic or anyone else gives you regarding your medical care! It is very difficult to obtain this information once you have returned home. If you are unable to pay upfront for medical expenses abroad, International SOS can provide a guarantee of payment (upfront payment) with the expectation of reimbursement upon
your return. International SOS collects all medical receipts for you so that you can submit them to your U.S. health insurance carrier.

Here are a few resources to start with if you and your parents/guardians decide to purchase additional medical expense insurance in relation to your anticipated needs. You can compare several insurance policies and pay for them at www.insuremytrip.com. The State Department has also compiled a list of insurance providers that can be found on the web at: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html. Names of some providers of medical insurance specific to students abroad include:

- HTH Students www.hthtravelinsurance.com (Penn students can purchase HTH Worldwide travel medical insurance at a discount by visiting www.hthstudents.com and entering the Penn group plan code: HCW-20168).
- CMI Insurance www.cmi-insurance.com
- Cultural Insurance Services International (CISI) www.culturalinsurance.com
- Wallach and Co., Inc. www.wallach.com

INTERNATIONAL SOS

All Penn Summer Abroad participants automatically have Emergency and Medical Assistance coverage from International SOS under the University of Pennsylvania’s group plan. International SOS is the world’s leading provider of international medical and security assistance. Coverage includes 24-hour medical advice by phone; assistance with obtaining prescription medicines; doctor/dentist referrals; emergency evacuations and repatriation; security, legal, and travel assistance. The International SOS is not health insurance and should not be relied upon as a substitute for your own comprehensive insurance coverage.

You will receive an ISOS card and information on coverage at the start of your program. Keep it with you when you travel.

Visit http://www.internationalsos.com/ and log in to member services.
Penn’s Scholastic Group Membership number: 11BSGC000012

When your flight itinerary is registered in Penn’s Global Activities Registry, www.upenn.edu/global activities, your travel information will be automatically registered with International SOS. You will in turn, receive an email from International SOS which includes important medical and security information about the country to which you will be travelling.

Contacting International SOS Assistance Centers

Members may contact any International SOS Assistance Center at any time (24/7). PSA has been advised that the Philadelphia center is the best point of contact (call collect); however which center you call will make no difference in terms of service.

To ensure a prompt response when calling, you should be prepared to provide the following:
- Your name, location, age, gender, and nationality.
- The program with which you are associated (U. of Pennsylvania Summer Abroad program in ____).
- Your International SOS membership number (11BSGC000012... It’s on your ISOS card).
- The telephone number from which you are calling (in case you are disconnected).
- Your relationship to the member (if the person calling is not you).
- Name, location, and telephone number of the hospital or clinic (when applicable).
- Name, location, and phone number for the treating doctor, and where the doctor can be reached (if applicable)

PHILADELPHIA CENTER: From outside the U.S. call collect: 00-1-215-942-8226
From within the U.S. call: 1-800-523-6586

LOCAL/REGIONAL CENTERS for Penn Summer Abroad locations (For a complete listing see the website.)

<table>
<thead>
<tr>
<th>Country</th>
<th>Center Location</th>
<th>Operating Hours</th>
<th>Call Collect</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGENTINA</td>
<td>Center in Philadelphia: Open 24 hrs</td>
<td>Call collect: 00-1-215-942-8226</td>
<td></td>
</tr>
<tr>
<td>FRANCE</td>
<td>Center in Paris: Open 24 hrs</td>
<td>Tel: 33 155 633 155</td>
<td></td>
</tr>
<tr>
<td>ITALY</td>
<td>Center in London: Open 24 hrs</td>
<td>Tel: 44 208 762 8008</td>
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<tr>
<td>Country</td>
<td>Location</td>
<td>Hours</td>
<td>Phone</td>
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<tr>
<td>GREECE</td>
<td>Center in Paris</td>
<td>Open 24 hrs</td>
<td>33 155 633 155</td>
</tr>
<tr>
<td>ISRAEL</td>
<td>Center in Paris</td>
<td>Open 24 hrs</td>
<td>33 155 633 155</td>
</tr>
<tr>
<td>GERMANY/NETHERLANDS</td>
<td>Center in Frankfurt</td>
<td>Open 24 hrs</td>
<td>49 6102 3588 100</td>
</tr>
<tr>
<td>CUBA</td>
<td>Center in Madrid</td>
<td>Open 24 hrs</td>
<td>34 91 572 4363</td>
</tr>
<tr>
<td>UNITED KINGDOM</td>
<td>Center in London</td>
<td>Open 24 hrs</td>
<td>44 20 8762 8000</td>
</tr>
<tr>
<td>SPAIN</td>
<td>Center in Madrid</td>
<td>Open 24 hrs</td>
<td>34 91 572 4363</td>
</tr>
</tbody>
</table>
Program Benefits

- Emergency evacuation
- Medically supervised repatriation
- Companion ticket
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health issues
  (Country Guides)
- Medical and dental referrals
- Outpatient referrals
- Outpatient case management
- Claims assistance
- Outpatient medical expense guarantee of payment
- Inpatient medical expense guarantee of payment
- Dispatch of medication and medical supplies (fees will apply)
- Legal referrals
- Emergency message transmission
- Translations and interpreters (fees will apply)
- Lost document advice
- Emergency personal cash advances (fees will apply)
- Ground transportation and accommodation for accompanying family members (fees will apply)
- International SOS clinics
- Security evacuation assistance
- Online travel security information
- Access to security crisis center

HEALTH ISSUES

Penn Summer Abroad requires that you complete a health information form and also provide a statement from your primary health care provider regarding your health in relation to your ability to participate in your chosen summer abroad program. It is expected that you will fully disclose the physical and mental demands of your chosen program to your health care provider before s/he provides you with this statement. The information provided by you and your health care provider will remain confidential and will be shared with program staff, faculty, or appropriate professionals only as pertinent to your own well-being.

Your admission to the program will not be overturned on the basis of either a physical or an emotional condition unless it is of such a serious nature or degree as to prevent your successful participation in the program, or unless appropriate medical care for the medical problem is not available in the program to which you are applying, and/or unless the living and environmental conditions to which you could be exposed would present a risk to your health.

If you are experiencing any physical or emotional problems, please address them before leaving the U.S. If you have not been feeling well, make an appointment with your primary health care provider or the Student Health Center for a check-up; if you anticipate any dental work, get it done before departure; if you are experiencing any emotional, eating, or substance abuse problems, seek professional advice and consider deferring your participation in an overseas short-term program until you have the problem well under control. Remember, studying abroad can be challenging both physically and mentally. A healthy mind and body will enable you to make the most of your study abroad experience.

The range of counseling services available to students on most U.S. college campuses will probably not be available overseas. Contact Counseling and Psychological Services (CAPS) here on Penn’s campus, International SOS, or your program director to assist in identifying a clinician. See Page 28 for more on communicating with CAPS Counselors while abroad.

Many insurance policies, if they reimburse for counseling services at all, may not do so for services obtained overseas. In the event that appropriate counseling is unavailable overseas, you may be advised to withdraw from the program and return home.

For your safety and well-being, it is vital that you inform us of any physical, emotional, or psychological difficulties or special needs you may have. On the other hand, if you are simply nervous about experiencing a different culture, don’t
worry. You are not going to be alone. You will be accompanied by other students and faculty or staff representing Penn. You are also welcome to stop by or call our office to talk about your concerns.

Learning Disabilities
It is extremely important that students who receive learning support services at Penn (or their home university) discuss their needs during the abroad program well in advance with the Office of Student Disabilities Services (SDS) and Penn Summer Abroad. The first step is to contact SDS to have them send a letter to Penn Summer Abroad documenting your learning needs.

SDS may be contacted by phone at 215-573-9235 and by TDD at 215-746-6320. Additional information is available on their website www.vpul.upenn.edu/lrc (Click on Student Disabilities Services).

Medications
If you have to take medicine containing habit-forming or narcotic drugs abroad, you should carry a doctor’s certificate attesting to the prescription. Label all medicines and carry them in their original containers. Prescriptions from doctors in the U.S. are usually not refillable at foreign drugstores. If you take any medication regularly (including contraceptives), consider taking along a large enough supply to last the length of your stay. It may be illegal to mail medications. You should also verify with a local physician or your family doctor what kinds of medication are available in your particular country that would serve as generic substitutes for your regular prescriptions. If you wear contact lenses, consider taking extra solution and a special sterilizing unit which can be used overseas, as well as a spare set of lenses or glasses. Seek advice from Student Health Services or International SOS about taking medications with you abroad. Always pack your medications in a carryon bag to reduce the chances of theft. Over-the-counter medication should be in their original and unopened packaging.

FINANCIAL MATTERS

Tuition and Program Fees
The tuition and program fees are charged to your student financial account after the required pre-departure forms have been completed and you have been registered for the course(s). The billing dates follow Penn’s summer session billing schedule. For the billing schedule, visit: http://www.sfs.upenn.edu/billing/billing-schedule.htm. The refund policy for withdrawing from the program either before or after the program begins can be found on pages 17-18.


The program fee covers accommodations and group activities. Other expenses covered by this fee will vary by program. To see the fee for a particular program, visit the tuition and fees section of your program’s webpage. In that same section, you’ll also find an estimated costs worksheet for help in planning other estimated direct expenses.

Budgeting for other direct costs
Consider the following items when planning your overall budget for participating in the program. Refer to the Cost Sheet mentioned above for more guidance.

- Round-trip air ticket
- Passport and/or visa (if needed)
- Travel insurance or supplemental international health insurance
- Local transportation (including transportation to/from the airport if it is not included in the program fee)
- Meals (if not included with accommodations)
- Local cell phone or calling cards
- Books
- Personal Entertainment and Souvenirs
- Travel for optional group excursions (depending on program)
- Personal travel
Be aware that fluctuating exchange rates can make advance planning of costs challenging. We recommend that you overestimate your costs to accommodate these fluctuations.

Financial Aid
Penn students receiving financial aid during the academic year are eligible to apply for summer term financial aid that can be used to support the costs of Penn Summer Abroad. Student Financial Services (SFS) considers the full costs of participating in the summer abroad program (including tuition, program fee, air ticket and on-site expenses) when determining the aid package according to their assessment of the student’s need. Summer Term aid packages are not part of the no-loan program and will include more loans.

Students should contact SFS (www.sfs.upenn.edu) with specific questions about their package. Visiting students are not eligible for aid from Penn and should apply for financial aid from their home university.

Accessing your money abroad
Note the information provided below is a general guideline. Your ability to access ATM machines or use credit cards and traveler’s checks may vary by country. Plan ahead and research this carefully. Site-specific information will also be provided by your program director as needed. Consider having access to several different sources of money when possible to ensure you are not stranded if one source fails or has limitations on how much you can withdraw at one time.

Before you leave, discuss a plan with your family for getting more money in the case of an emergency. Check Western Union details and service fees, credit card services, and ATM availability.

Cash
It is helpful to have some cash in your host country’s currency when you arrive to be able to pay for local transportation and other incidental costs. You can purchase foreign currency from major U.S. banks or American Express offices. You will also likely be able to exchange money in the airport upon arrival but the rate is typically higher and may have a commission deducted from the transaction.

ATM
By far, the easiest and most convenient way to withdraw money from banks in the U.S. while abroad is by using ATM cards on the large number of ATM machines which connect with systems such as CIRRUS and PLUS. You should check with your bank/credit union if your ATM card will function properly in the country to which you are traveling and/or if you need to use a different PIN abroad. Check the maximum amount you can withdraw in one day or one week as this can vary from bank to bank in the U.S. Also, be sure to determine what fees your bank will charge for using your card abroad and try to negotiate for a reduction or removal of fees.

Credit Cards
It is a good idea to take at least one major credit card with you. (But if you have more than one, do not take all of them.) It will come in handy if you purchase plane or train tickets or for any emergencies. Master Card and Visa are accepted almost everywhere. You can also access your U.S. account at ATM machines using a major credit card.

- Machines that accept CIRRUS are more common than those that accept PLUS debit cards.
- VISA and Master Card are the most commonly accepted cards. American Express is not widely accepted. Do not bring a Discover Card.
- Be aware that credit card companies do charge a fee for “cash advances” if you choose to take money out using a credit card. Be sure you know what these fees are before you leave the U.S. Using a debit card that withdraws directly from your checking account in the U.S. will avoid these fees.
- Before you leave, make sure to get a PIN number to use with your debit card and/or credit cards. Make a copy of the cards you carry and keep it in a safe place (i.e., with your passport). Do not keep your PIN with your card.
- If you charge purchases to your card, you may get a slightly better exchange rate than you would at a bank.
- Make sure that you notify your bank/credit card company that you will be living and traveling abroad. Otherwise they might put a hold on your card because they think it is stolen.

**Traveler’s Checks**
If you are using traveler’s checks, it is essential to keep a record of the check numbers (in a separate safe place away from the checks) in case they are lost or stolen. The checks will not be replaced unless you have a record of the numbers.

Be careful where you cash your checks; most banks and exchange bureaus will charge a commission, while American Express will cash their checks free of charge and usually at a good exchange rate. You will need to present your passport when cashing traveler’s checks.

Take care of your belongings and safeguard your cash, bank cards and traveler’s checks. Losses from carelessness or theft are difficult at any time and even more unhandy abroad.

**PACKING**

Take practical clothes. Clothes that require minimal care, are comfortable to travel in, and can be layered are best. These items include T-shirts, lightweight sweaters, and sweatshirts. Layering is the best way to combat temperature changes. Avoid bringing clothes that need dry cleaning or special handling.

Other Essentials
- Comfortable shoes (make sure you break in new ones)
- Strong umbrella and raincoat or waterproof parka
- Wind-up or battery-operated alarm clock
- Travel purse (one that you wear around your neck) or money belt for passport, ID, and money
- Shower shoes (for youth hostels)

**Packing Tips**

Effective packing is a refined art. The following tips might be of help when you pack:

- Do not over-pack! The more clothes you pack, the more you will have to take care of, and the heavier your suitcase will be. Make sure that everything you pack is essential. Also, if you expect to accumulate few gifts and souvenirs, it is a good idea to leave some space in your suitcases for your return.

- Remember that laptops, cameras, other valuable items as well as prescription medications and important paperwork should be in your carry-on baggage. It is advisable that you pack one change of clothing and a toiletry kit in your carry-on baggage as well but make sure not to pack any scissors or knives. Because of heightened safety concerns, regulations for carry-on liquids have been implemented. All carry-on liquids must be in bottles no larger than three (3) ounces. All liquids must be placed in one, quart-size, zip-top, clear plastic bag. This plastic bag must be placed on the x-ray belt for screening.

- Be aware that both trains and planes place additional charges on extra or overweight luggage. Check with your airline for the most recent regulations on check-in procedures and carry-on baggage. For up-to-date information on security regulations check with the Transportation Security Administration before you depart [http://www.tsa.gov/traveler-information](http://www.tsa.gov/traveler-information). If you do not follow the regulations, your luggage will be searched and items may be confiscated. Keep in mind that it is not personal and cooperate with security officials.

- Ensure that every bag is well-labeled with your name, address, and final destination both inside and outside the bag.
Electronics
Worldwide, electricity generally runs on 220 volts, while U.S. runs on 120 volts. North American electrical appliances (e.g., hair dryers, razors) will usually be of no use to you without a converter (digital cameras and laptops are an exception to this). Electric converters will work for appliances up to 1600 watts, at least for a while, but good ones are expensive; don’t be fooled by cheaper versions because they will burn up your appliance and perhaps cause a fire. Because of the voltage difference, North American appliances often short-out. It may be to your advantage to buy electrical appliances on-site. Be sure to determine what the voltage will be in your country of study, as well as the size and configuration of the electric wall sockets so that you have the correct adapter.

COMMUNICATIONS

Cell Phones
Students are encouraged to acquire an “in country” cell phone or SIM card immediately upon arrival in order to maintain contact with family as well as the program director and the group, particularly in the case of an emergency. Most foreign providers offer phones at reasonable prices with varying plans and packages. Program directors can recommend options for your location. Buying one that takes a rechargeable minutes card will help keep your expenses down. Incoming calls are usually free.

If you want to use your U.S. phone abroad, research if/how your phone service will work from another country and consider the costs associated with calling from a U.S. phone while overseas. To use a U.S. cell phone in Europe it needs to be an unlocked, triband GSM phone.

For details, more information is on the following two websites:
http://www.thetravelinsider.info/2002/0308.htm (International Cell Phone Service) and

Calling Cards and Skype
Calling direct from abroad to the U.S. can be very expensive. A less expensive way to make these calls is to have a long distance international calling card. Most long distance carriers (e.g., AT&T, Sprint, and Verizon) offer cards and special plans for international calls. Contact the carrier directly for detailed information. In addition, services such as Skype can be used to call home where a reliable internet connection is available. Visit www.skype.com for more information.

HOUSING

Housing arrangements are set up by Penn Summer Abroad and the costs are covered in the program fee. Housing will vary among study abroad programs from hotels or local university housing to home stays. See pages 21 and 35 for more on living with host families.

DOCUMENTS REQUIRED BY PENN SUMMER ABROAD UPON ADMISSION

Be sure to submit the following items to the Penn Summer Abroad office. All documents, except the Penn Global Activities Registry, are required before you will be registered for classes. The Penn Global Activities Registry may be completed after you have confirmed your ticket and no less than two weeks prior to the start of the program.

- To download the forms, return to your Penn Summer Abroad application on the Penn Abroad website: https://pennabroad.terradotta.com/index.cfm?FuseAction=Security.LoginWizardStepOne or visit the Penn Summer Abroad website: http://www.sas.upenn.edu/summer/locations/abroad/admitted

- Refer to the Important Dates email you received upon admission for the deadline of when the forms must be submitted to Penn Summer Abroad.

- Plan ahead. You will need to schedule an appointment with your doctor or a doctor in the Student Health Center in order to complete the health forms. When making an appointment at Penn’s Student Health Center, be sure...
to tell them this is a “Study Abroad” appointment. However, students in the Buenos Aires, Tel Aviv and Havana
programs should schedule a “Travel Abroad” appointment to allow time for additional travel consultation
regarding vaccination requirements.

➢ Submit all the paper documents to the Penn Summer Abroad office by drop-off, mail, or fax.

3440 Market Street, Suite 100
Philadelphia PA 19143
Tel: 215-746-7075
Fax: 215-573-2053

Must be submitted to Penn Summer Abroad prior to course registration:
1. Program Agreement and Limits of Liability Waiver: Read and sign. Requires signature by parent/legal guardian if
you are less than 18 years of age. A copy of this agreement is also provided in the appendix of this handbook.

2. Medical Forms:
   a. Health Information Form: Fill out and sign. The health care provider who completes your Medical
      Statement must also sign this form.
   b. Medical Statement: Student Health or primary health care provider signs.
   c. Medical Treatment Authorization: Read and sign.

3. Proof of health insurance: Send us a copy of your health insurance card or policy. It is your responsibility to
make sure that your insurance covers you adequately while on the program and purchase additional coverage if
needed. Become familiar with the coverage provisions, deductible items, and the process for making claims
from abroad.

Complete after confirming air ticket and no later than two weeks prior to departure.

4. Global Activities Registry: You will be entered in Penn’s Global Activities Registry by Penn Summer Abroad and
will receive an email notice to verify the information and add your flight itinerary.
ACADEMICS AND PROGRAM POLICIES

ORIENTATIONS
Each program will hold pre-departure orientation(s) on Penn campus in the spring to provide important information about the courses and the program in general. Penn student attendance is required for all orientations. Visiting students who are not able to attend will be sent materials from the workshops and are expected to ask the program director about anything they do not understand. There will also be a mandatory on-site orientation upon arrival in the host country.

NOTIFY ADVISORS
You are responsible for notifying your academic advisors that you are participating in a Penn Summer Abroad program.

ATTENDANCE
Given the intensive pace of the program, attendance is mandatory for each lecture, site visit, or program-related activity. Unexcused absences from class will affect the final grade. Failure to attend program-related activities may result in your dismisal from the program.

COURSE LOAD
You will enroll in either 1 CU or 2 CU (credit unit) depending on the program requirement.

You will get specific information about the academic requirements of the courses. Keep in mind that some courses recommend that you read the assigned texts ahead of time. Do not treat the recommendation lightly. The pace of the program is very fast and time is precious. The more reading you do ahead of time the more time you’ll have to enjoy being there.

COURSE CANCELLATION
Penn Summer Abroad reserves the right to cancel or change any course or to add other sections to the current offerings due to enrollment. In unusual circumstances, the program may be obliged to change an announced instructor or modify the emphasis of a course. You will be notified of any changes to a course or to your schedule resulting from a course cancellation. In the event of a course cancellation, Penn Summer Abroad will assign you to an alternate class.

VISITING STUDENTS
Non-Penn students participating in a Penn Summer Abroad program are considered Penn students in the College of Liberal and Professional Studies (LPS) during the period of the program. You are advised to become familiar with Penn policies as they do apply to you during this period. The main source for these policies is the Pennbook, available online at: http://provost.upenn.edu/policies/pennbook.

After submitting your Penn Summer Abroad Statement of Committal, you will receive a letter from the Registrar’s office within 10-15 days with instructions and the Setup Code for your PennKey. A PennKey is your personal username required to access protected electronic resources at Penn including your student account, Blackboard courseware, library resources and Penn email account. You need to set up your PennKey in order to fully participate in the summer abroad program.

Once you have a PennKey, enter your contact information, particularly an email address, in the Penn Directory so that you will receive all necessary communications. You may view your student account by logging in to PennInTouch. For more information about setting up your account and links to these resources visit Penn Electronic Systems Set-up at www.sas.upenn.edu/lps/resources/new_students.
CREDIT TRANSFER FOR VISITING STUDENTS
After you've completed the program and received your grades you can request your transcript by contacting the Registrar’s office or requesting it online from www.upenn.edu/registrar. Contact your home school for instructions on how to transfer the credit. Note that one CU at Penn is generally considered equivalent to three semester hours when the coursework is transferred to another institution.

REGISTRATION
You will enroll in both the program and in the program courses that you have selected.

Program Registration
Registration for your Penn Summer Abroad program will occur beginning on March 21st. You will be enrolled in your program if you have confirmed your participation by completing the Intent to Enroll form.

Course Registration
Once you have submitted the required pre-departure documents, including the Program Agreement, Penn Summer Abroad will provide you with permits for course registration. You will then log onto Penn InTouch to claim the registration permits and register for your courses. Course preferences selected on your application form are subject to availability and program director approval.

DROP/ADD
You must maintain the minimum required course load in order to stay in the program. Requests to change a class must be made in writing from your Penn email account to the program director. The program director will forward the request to the Penn Summer Abroad office with a recommendation to approve or deny. The final decision and processing of the drop/add request is made by Penn Summer Abroad. If your course drop/add is approved, you will be issued a permit for the new course, and you will then log onto Penn InTouch to complete the drop/add process.

Please note that while you may be able to drop/add a course using Penn InTouch, doing so without prior approval can be cause for dismissal from the program. Penn Summer Abroad’s policy regarding drop/add and tuition refunds takes priority.

PASS/FAIL
You may choose to change your grade status to Pass/Fail for the non-language courses through Penn InTouch prior to the end of the second week of class. (Since Cannes is a two-week program the last day to change your grade status is the first Friday). Be aware that if you are taking the course to fulfill any general requirement or a major/minor requirement, it must be taken for a grade to count. Courses in the Madrid, Buenos Aires and Tours program as well as the language courses in Venice must be taken for a grade.

Changing to Pass/Fail will work the same as it does on campus. It is designed so that the instructor is not notified of your selection but will assign you a grade that will convert to either a “P” or “F” depending on the grade. A “P” will not affect your GPA but an “F” will enter as 0.0 and factor into the GPA. If you have any difficulty in changing your option to pass/fail, contact Penn Summer Abroad.

PENN LIBRARY
In addition to any library resources that may be available to you on-site, you can access Penn’s databases and e-journals from abroad using your PennKey and/or PennCard ID (the 8 large digits on your PennCard).

WITHDRAWAL AND REFUND POLICY
Withdrawal is defined as leaving the program as opposed to dropping a course within the program and adding another course to maintain enrollment requirements.

Notification of Withdrawal: All notifications of withdrawal from the program must be made in writing to the Office of Penn Summer Abroad at summerabroad@sas.upenn.edu. The date of the written notification is the date by which the
adjustment to your academic record and financial calculations will be determined. Failure to attend classes or notification only to the program director or instructors does not constitute formal withdrawal and will result in failing grades in all courses.

**Before the program begins:** The following will occur for a withdrawal from the program after accepting the offer of admission.

<table>
<thead>
<tr>
<th>Statement of Committal Submitted; Pre-Departure Forms NOT Submitted</th>
</tr>
</thead>
</table>
| From program registration (beginning March 20\(^{th}\), 2017) to 30 days before the program start date | • Student removed from program  
|                                                   | • Cancellation fee of $500  
|                                                   | • 100% program fee refund (minus the cancellation fee of $500) |
| From 29 days prior until the program start date | • Student removed from program  
|                                                   | • 50% program fee refund |

<table>
<thead>
<tr>
<th>Statement of Committal and Pre-Departure Forms Submitted</th>
</tr>
</thead>
</table>
| From course registration to 30 days before the program start date | • Student removed from program  
|                                                   | • Course(s) dropped  
|                                                   | • Cancellation fee of $500  
|                                                   | • 100% tuition refund  
|                                                   | • 100% program fee refund (minus the cancellation fee of $500) |
| From 29 days prior until the program start date | • Student removed from program  
|                                                   | • Course(s) dropped  
|                                                   | • 100% tuition refund  
|                                                   | • 50% program fee refund |

**After the program begins:** In addition to the official withdrawal email sent to Penn Summer Abroad, the program director must be notified in advance of your leaving the program.

**Tuition and program fee refunds:** With the exception of Penn-in-the-Alps, Penn-in-Cannes, Penn-in-Havana, and Penn-in-Berlin & Rotterdam, tuition refunds will be granted for those withdrawing in writing from the program within 5 calendar days after the program start date. For the Alps, Cannes, Havana, and Berlin & Rotterdam, which only run for one to two weeks, there are no tuition refunds after the start of the program.

There is no program fee refund after the program start date.

If you are receiving financial aid, eligibility for the summer term will be re-determined by Student Financial Services (SFS) based on actual charges and prorated allowances for living expenses.

**Academic record:** The effect of a program withdrawal on the way courses are reported on the transcript will vary according to the date of withdrawal and length of the program. Refer to the chart below for the course drop deadline and the course withdrawal deadline of your program.

After the course drop deadline, you may submit a withdrawal form, signed by the course instructor, to Penn Summer Abroad to receive a grade of "W" on the official transcript. Withdrawals do not affect the grade point average.

<table>
<thead>
<tr>
<th>Program</th>
<th>Course drop deadline</th>
<th>Course withdrawal deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alps*</td>
<td>N/A*</td>
<td>Sunday, August 20, 2017</td>
</tr>
<tr>
<td>(August 9 – 20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athens*</td>
<td>N/A*</td>
<td>Friday, June 23, 2017</td>
</tr>
<tr>
<td>(May 23 – June 23)</td>
<td>(June 12 – June 24)</td>
<td>N/A*</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
<td>------</td>
</tr>
<tr>
<td>Berlin &amp; Rotterdam*</td>
<td>Buenos Aires (May 19 – June 30)</td>
<td>Friday, June 2, 2017</td>
</tr>
<tr>
<td>Havana* (May 22 – June 28)</td>
<td>London (June 16 – July 22)</td>
<td>Friday, June 30, 2017</td>
</tr>
<tr>
<td>Havana* (May 14 – 28)</td>
<td>Madrid (May 18 – June 24)</td>
<td>Thursday, June 1, 2017</td>
</tr>
<tr>
<td>Tours (May 20 – June 30)</td>
<td>Venice (May 27 – July 8)</td>
<td>Saturday, June 3, 2017</td>
</tr>
<tr>
<td>(May 27 – July 8)</td>
<td></td>
<td>Saturday, June 10, 2017</td>
</tr>
</tbody>
</table>

*Due to the one-course requirement of the Penn-in-the-Alps, Penn-in-Athens, Penn-in-Cannes, Penn-in-Havana and Penn-in-Berlin & Rotterdam programs, there is no course-drop period. All withdrawals from these programs during the on-site part of the program must use the withdrawal form to receive a “W” on the transcript.

After the course withdrawal deadline, you may petition for withdrawal by submitting an LPS petition form, the withdrawal form and documentation of the extenuating circumstances to the LPS Petitions Committee via Penn Summer Abroad. The LPS Petitions Committee, in reviewing the petition, will consult with your home school. Be aware that petitions may be denied.

**PROGRAM CANCELLATION**

LPS/Penn Summer Abroad, in consultation with the University of Pennsylvania officials as well as other authorities domestically and abroad, reserves the right to cancel or modify the program at any time. Penn Summer Abroad will provide participants with as much advance notice as reasonable under the circumstances. Any decision regarding tuition refunds and course grades in such a situation will determined by LPS/Penn Summer Abroad with consideration to the timing of the cancellation.

Any costs incurred for air tickets are not refunded by Penn Summer Abroad. For this reason as well in consideration of any other unexpected events that may impact travel plans, you are advised to purchase travel and trip cancellation insurance.

**STUDENT UNDER DISCIPLINARY SANCTIONS**

You are not permitted to study abroad if, prior to the start of the program, you have a pending matter with the Office of Student Conduct that may result in a serious resolution such as suspension sanction or expulsion sanction, or if you have failed to comply with all disciplinary sanctions or obligations which could result in the placement of a disciplinary hold on your academic records. You are expected to disclose this information to Penn Summer Abroad in a timely manner and are responsible for costs related to the program already incurred.
GROUND FOR REVOKING ADMISSION PRIOR TO DEPARTURE

Note carefully that once you have been admitted or conditionally admitted to a program, you are required to fulfill all the final requirements of Penn Summer Abroad or your admission may be revoked. These final requirements include, but are not limited to, the timely submission of the required pre-departure documents and attendance at mandatory orientations. Visiting Students are exempted from attending the pre-departure orientation on campus if they are not located in the Philadelphia area but are required to review all the materials provided.

You must satisfy any conditions that have been imposed on your admission. If you do not meet academic good standing at the end of the spring term or are subject to a pending conduct or academic integrity disciplinary matter that may affect your enrollment at Penn prior to study abroad, permission to participate may be revoked even if you have already been admitted and made travel arrangements. You will also not be permitted to study abroad if you have outstanding financial debts to the University from previous semesters.

If your admission is revoked, you are responsible for costs already incurred by the program including pre-paid accommodations. Air tickets are not refunded by Penn Summer Abroad.

PROGRAM AND COURSE EVALUATIONS

At the end of the program, you will be required to complete course evaluations and a Penn Summer Abroad program evaluation. Some programs may also ask you to complete a more program-specific evaluation. Evaluations are anonymous. Your feedback is valued.

HOME STAYS

Programs that use home stay arrangements coordinate with local partners in the country to place students in reputable and safe homes. Students living with host families are required to abide by the rules and policies established by the program with the host families. You will receive information about this, as applicable, from the program director. General requirements will include but are not limited to:

- Abiding by rules established for use of phone, internet, electronic appliances, etc.
- Advising the family if you plan to spend the night outside the home
- Using articles in the home with moderation and only as needed
- Abiding by emergency, safety, and health procedures as established

If you have a conflict with the host family, consult with the program director or local coordinator for advice as you try to work it out with the family. If it cannot be resolved, the program director or local coordinator can provide further assistance. Please do not wait until the end of the program to notify the program director of any issue. Informing them early on allows the opportunity to seek a solution that could hopefully improve your experience.

INDEPENDENT TRAVEL DURING PROGRAM

If you plan to travel away from the program site during weekends or free time you are required to notify the program director in writing prior to your departure and to provide your itinerary and contact information. Failure to do so may result in expulsion from the program. You are not allowed to travel during program days.

VISITORS AND GUESTS POLICY

If your family members and friends plan to visit, they are encouraged to do so before or after the program. Visitors are not a legitimate reason for an excused absence from class or program activity. Guests may participate in program activities only with the permission of the program director.
Students will not be allowed to house family members, guests, or students from other programs in their room, whether it is in a dormitory, apartment, hotel, or with a family.

**STUDENT CONDUCT**

Students are expected to exhibit responsible behavior regardless of time or place. Before leaving for their program, students sign the **Program Agreement and Limits of Liability Waiver**, committing to abide by all program rules and the rules and responsibilities set forth by the University, particularly the Student Code of Conduct and the Code of Academic Integrity as outlined in the Penn Book at: [http://provost.upenn.edu/policies/pennbook](http://provost.upenn.edu/policies/pennbook)

Failure to adhere to these expectations may result in disciplinary action up to and including dismissal from the program. Penn Summer Abroad also reserves the right to report any violations of policies abroad to the Office of Student Conduct.

During the Penn Summer Abroad program, responsible behavior includes but is not limited to the following obligations:

- To attend classes and to meet academic obligations.
- To treat each person with respect and courtesy. Abusive language, hazing, threatening behavior, and disorderly conduct are strictly forbidden.
- To be sensitive to the cultural differences and to social customs of the host country.
- To refrain from stealing, damaging, defacing, or misusing other’s property. Students are responsible for any damage that they cause to any property while in the program.
- To comply with program rules regarding housing.
- To abide by all applicable federal, state, and city laws.
- To observe the laws of the host country.

**ALCOHOL AND DRUGS**

Since Penn Summer Abroad offers Penn for-credit courses, Penn’s alcohol and drug policy is in effect while you are abroad on these programs. In some cases, individual programs may also have site-specific alcohol policies in effect, particularly related to the residence.

For the full text of Penn’s Alcohol and Drug Policy, visit: [http://www.vpul.upenn.edu/alcohol/policy2.php](http://www.vpul.upenn.edu/alcohol/policy2.php). The excerpts below are provided here for reference.

**Introduction**

The University Alcohol and Drug Policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of the University of Pennsylvania. The University is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of our intellectual community is responsible for his or her own actions and is expected to contribute to the Penn community and to respect the rights of others to participate in the academic and social life of the University. The following alcohol and drug policy, with its emphasis on individual and shared responsibility, healthy and informed decision-making, maintaining a caring environment, and the promotion of genuine dialogue, is adopted in this spirit.

**Standards of Conduct**

**Drugs**

The University of Pennsylvania prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any drug by any of its students, employees in its workplace, on its premises, or as part of any of its activities. This policy is intended to supplement and not limit the provisions of the University’s Drug-Free Workplace policy.

**Alcohol**

A. General Rules Governing the Use of Alcohol
The University of Pennsylvania seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established the following policy governing the possession, sale and consumption of alcoholic beverages by members of the University community, and conforming to the laws of the Commonwealth of Pennsylvania. **Penn’s alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction.**

1. The University of Pennsylvania prohibits:
   - The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by the University or as part of any University activity.
   - The intentional and knowing selling, or intentional and knowing furnishing (as defined by Pennsylvania law), of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the University or as part of any University activity. Pennsylvania law currently defines “furnish” as “to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.”
   - The consumption of alcoholic beverages by all University students and employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
   - The possession, sale, distribution, promotion, or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state, or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the University or as part of any University activity.

2. The University of Pennsylvania permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older).

3. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

4. Vice Provosts, Vice Presidents, Deans, and heads of administrative and residential units have the authority and responsibility to govern the use of alcohol in areas they control, both indoors and out, and to approve or disapprove of plans designed to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and University policy.

5. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.

6. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.

7. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, building steps and porches, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol.

B. Violators of this policy will be subject to University disciplinary procedures.

**Consequences for Policy Violations**
1. All University students are expected to comply with applicable local, state, and federal laws regarding the possession, use or sale of alcohol or drugs, whether on or off-campus, and are expected to comply with all University regulations regarding alcohol possession or use.

2. Any student or employee who violates University policies or applicable law may be subject to disciplinary sanctions and/or referral for prosecution. Disciplinary sanctions for students range from disciplinary warning to expulsion as provided by the Charter of the University’s student disciplinary system. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Employees found to be in violation of this policy or applicable law will be subject to University disciplinary procedures which may impose sanctions up to and including termination from employment and/or referral for prosecution. The University also supports enforcement, by applicable law enforcement agencies, of all local, state, and federal laws.

3. Along with disciplinary consequences, the University is committed to providing treatment and education as appropriate to assist members of the community.

**POLICIES ON SEXUAL HARRASSMENT AND SEXUAL VIOLENCE**

Penn’s policies on Sexual Harassment and on Acquaintance Rape and Sexual Violence apply to students during Penn Summer Abroad. The excerpts below are provided here for reference. For the full policies, visit The Pennbook: [http://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-harassment-policy](http://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-harassment-policy).

**Sexual Harassment Policy**

**I. Conduct**

Our community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the University is essential to our mission.

It is the responsibility of each person on campus to respect the personal dignity of others. We expect members of our University community to demonstrate a basic generosity of spirit that precludes expressions of bigotry.

Penn properly celebrates the diversity of its community. We come to Penn from many different backgrounds and include different races, religions, sexual orientations, and ethnic ancestries. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding also are needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides to us as members of this community.

The University is committed to freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. Policies and regulations implementing this commitment include the Statement on Academic Freedom and Responsibility, the Guidelines on Open Expression, and the Code of Academic Integrity.

The University also has established policies on behaviors that interfere with these freedoms. Foremost among these policies is the University’s Statement on Nondiscrimination, which prohibits discrimination on the basis of race, color, sex, sexual preference, religion, national or ethnic origin, handicap or disability.

The University also has adopted the following policy concerning sexual harassment. The terms “harassment” and “sexual harassment” as used throughout are defined as a matter of University policy, and are not necessarily identical or limited to the uses of that term in external sources, including governmental guidelines or regulations.

**II. Purposes and Definitions**

**A. Purposes**

For many years the University has stressed that sexual harassment is not tolerated at Penn. As an employer and as an educational institution, the University is committed to eradicating sexual harassment.
Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence.

B. Definitions
For the purposes of University policy, the term “sexual harassment” refers to any unwanted sexual attention that:

1. Involves a stated or implicit threat to the victim’s academic or employment status;
2. Has the purpose or effect of interfering with an individual’s academic or work performance; and/or;
3. Creates an intimidating or offensive academic, living, or work environment.

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same range of disciplinary actions.

As noted in the Handbook for Faculty and Academic Administrators, Policies and Procedures, the Academic Bulletin, and other University publications, persons engaged in such harassment within the University setting are subject to the full range of internal institutional disciplinary actions, including separation from the institution.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the University’s standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

III. Resources
School and administrative units should make known to all of their members the available resources and the informal and formal procedures for resolving complaints of sexual harassment within the unit or at the University level. These resources include the following:

A. Information, Counseling, and Support
The following University resources are available to members of the University community who seek information and counseling about University policies on sexual harassment, standards of behavior, informal and formal mechanisms for resolving complaints and resources for complainants and respondents.

Deans and directors may also make referrals to these resource offices:

• Office of Affirmative Action and Equal Opportunity Programs
• African-American Resource Center
• Penn Behavioral Health Employee Assistance Program
• Lesbian Gay Bisexual Transgender Center
• Division of Human Resources, Office of Labor Relations
• Office of the Ombudsman
• Division of Human Resources, Office of Staff Relations
• Division of Public Safety, Special Services
• Penn Women’s Center
• Student Health Services
• Counseling and Psychological Services
• Office of the Vice Provost for University Life

B. Informal Mechanisms for Mediation and Resolution
The Ombudsman, the Office of Affirmative Action, the Penn Women’s Center, all other offices named as resource offices in this policy, the Office of Student Conduct, the Office of Residential Living, department chairs, deans and
administrative directors, the provost and the vice presidents are available to assist in the informal resolution of complaints.

C. Formal Mechanisms for Resolution and Adjudication

When informal resolution is not chosen or is unsatisfactory, complainants are urged to use appropriate formal mechanisms described below:

1. Complaints of sexual harassment against a faculty member, instructor, or teaching assistant may be brought by a student, staff or faculty member to the department chair or dean of the faculty member. The department chair or dean who receives a complaint is then charged with pursuing the matter. While the process depends on the particulars of the complaint, normally the department chair or dean interviews the faculty member. If the matter is not resolved informally, the department chair or dean either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations or the Office of Labor Relations do so. If the results of the investigation persuade the dean or department chair that sanctions are warranted, he or she consults with faculty members—without disclosing the identity of the individuals involved—to aid in determining an appropriate sanction, including whether there is substantial reason to believe that just cause exists for suspension or termination. If it is determined that action should be taken to suspend or terminate, the dean should follow the procedures set out in Section II. E.16 of the Handbook for Faculty and Academic Administrators (see www.upenn.edu/provost/procedure_governing_sanctions_taken_against_members_of_the_faculty).

2. Complaints of sexual harassment against a staff member may be brought by a student, staff member or faculty member to the supervisor of the person complained against. The supervisor who receives the complaint is then charged with pursuing the matter. While the process will depend on the particulars of the complaint, normally the supervisor interviews the staff member. If the matter is not resolved informally, the supervisor either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations, or the Office of Labor Relations do so. If the result of the investigation persuades the supervisor that sanctions are warranted, he or she consults with his or her colleagues or supervisor—without disclosing the identity of the individual(s) involved—to aid in determining an appropriate sanction. A staff member who believes that his or her rights have been violated directly by another staff member or administrator may file a grievance by contacting the Office of Staff Relations within the Division of Human Resources under the University of Pennsylvania Staff Grievance Procedure.

3. Complaints by students of sexual harassment may be made to the Office of the Vice Provost for University Life. Grievances associated with sexual harassment in student employment may also fall within the purview of the Vice Provost for University Life.

4. A complaint of sexual harassment may be brought against a student by filing a complaint under the Charter of the University Student Judicial System, or, if the respondent is a graduate or professional student enrolled in a school which has established a hearing board or other decision-making body, with that body.

5. A tenured or untenured faculty member, whether full or part time, who believes she or he has been subjected to sexual harassment by a faculty member or by an academic administrator may file a grievance under the Faculty Grievance Procedure, Handbook for Faculty and Academic Administrators, part II E. 12 (see www.upenn.edu/provost/faculty_grievance_procedure), provided the complaint constitutes a grievance as defined in Section I of the Procedure. This procedure is administered by the Faculty Grievance Commission. The panel makes its recommendations to the provost. In cases that involve reappointment, promotion or tenure, and in which the provost has declined or failed to implement the recommendations of the panel to the satisfaction of the grievant, the grievant may obtain a hearing before the Senate Committee on Academic Freedom and Responsibility on the actions of the provost. See more at: http://www.upenn.edu/almanac/volumes/v60/n06/policy.html#sthash.UJANVQ3g.pdf

D. Central Reporting of Sexual Harassment

1. The University’s decentralized system of resources is designed to encourage the reporting and resolution of complaints of sexual harassment. However, in order to enable the Administration to identify patterns of sexual
harassment in a particular location and the increased frequency of such incidents in a given area of the University, the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs shall, on a semi-annual basis, convene a meeting of representatives from the offices and centers listed in paragraph (A) of this section to review and report on sexual harassment across the University based upon the reports or complaints of sexual harassment that they have handled formally or informally within their area. Such information can then be transmitted to the appropriate deans or administrative supervisors as appropriate. Any reports will protect the privacy of the complainants and responsible parties involved in each reported case of sexual harassment.

2. Based on the information shared at the semi-annual meetings discussed above, and any reports to deans or other administrative supervisors during the previous year, the Executive Director shall annually submit to the President, by September 15 of the academic year, a summary report describing the incidence of sexual harassment. This report may include recommendations based on the information as warranted. At the discretion of the President, the report may be shared with the University community early in the semester.

E. Education and Prevention

The prevention of sexual harassment and the establishment of effective procedures with due concern for all parties require a thoughtful educational program.

1. University resource offices will provide to the community information on: (a) available mediation and resolution resources; and (b) sources of support and information for victims and respondents.

2. Deans and heads of major administrative units are encouraged to discuss this policy and issues of sexual harassment at meetings of faculty and staff.

3. Training programs for residential advisors, senior administrative fellows, those who meet students in crisis situations and others serving in an advisory capacity to students will include training about referrals, resources and methods for handling instances of sexual harassment.

4. An overall educational program for students that addresses issues of peer sexual harassment and also provides information, definition, support and the identification of sexual harassment resources has been developed by the Office of the Vice Provost for University Life, the Office of Affirmative Action, and the Penn Women’s Center in conjunction with the Office of Residential Living, the Council of College House Masters, and the Council of Senior Faculty Residents involved with the Freshman Year Program. Such an educational program is directed toward new undergraduate and graduate and professional students.

5. The University will publish annually the operative portions of this policy statement, including information about the resources available to advise, counsel and assist in the mediation of sexual harassment allegations. Information will explain how and where to contact University-wide and school-specific resources and will be posted in conspicuous locations. All members of the University should feel a responsibility to try to prevent sexual harassment whenever they observe it. Community members should report sexual harassment to appropriate University resources promptly for appropriate action.

F. Exit Interviews

Deans and administrative directors will periodically survey departing students, faculty and staff to measure the existence and frequency of reports of sexual harassment. Based on the data yielded by these surveys and the annual reports of the Executive Director of Affirmative Action and Equal Opportunity Programs, the University administration will determine, in consultation with the University Council, whether there is a need for further efforts to be taken on the issue of sexual harassment.

G. Implementation

Deans and administrative directors will be responsible for the implementation of this policy. The Provost and President will oversee the performance of deans and directors in the implementation of this policy. See more at:
Sexual Violence Policy

Introduction
This policy, which prohibits behaviors that are more generally addressed by the University’s Sexual Harassment Policy, applies to faculty, students, staff, and visitors to the University campus and facilities. All forms of sexual violence and attempts to commit such acts are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts violate federal, state and local laws, and perpetrators of such acts may be subject to criminal prosecution. Specific guidance for students is provided at [link to policy guidance to be developed]* and for faculty and staff at[link to policy guidance to be developed]*.

Definitions
Sexual violence in any form, including sexual assault and rape, is prohibited by University policy. Sexual violence includes a range of behaviors in which an act of a sexual nature is taken against another person without her or his consent or when he or she is unable to consent.

Important definitions appear below.

Sexual assault (including but not limited to rape) is defined as having committed any of the following acts:

- Any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation;
- Any physical sexual contact with a person who is unable to consent due to incapacity or impairment, mental or physical. “Incapacity” or “impairment” includes but is not limited to being under the influence of alcohol or drugs or being too young to consent.

Rape is defined as sexual assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other).

Non-forcible sex acts include unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law.

Consent is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who because of youth, disability, intoxication or other condition is unable to lawfully give his or her consent.

In determining whether the alleged conduct violates this policy, consideration will be given to the totality of circumstances, including the nature of the sexual conduct and the context in which the alleged incident occurred.

Resources
Information, Counseling and Support
Resource offices are available to assist members of the Penn community and visitors to the campus who have been, or know someone who has been, the victim of sexual violence. The staff of these offices are available to provide information regarding options for pursuing a complaint as well as counseling and support. The information provided generally will be held in confidence, consistent with the University’s obligation to address complaints of sexual violence, unless the person making the complaint gives his or her consent to the disclosure of that information. The commitment to confidentiality does not preclude the sharing of information among responsible University administrators as needed to address the complaint or to keep members of the University community safe.
• African-American Resource Center (staff, faculty, or visitors)
• Office of the Chaplain (students, staff, faculty, or visitors)
• Counseling and Psychological Services (students)
• Employee Assistance Program, Behavioral Health, Perelman School of Medicine (staff or faculty)
• LGBT Center (students, staff, or faculty)
• Office of the Ombudsman (students, staff, faculty)
• Penn Women’s Center (students, staff, or faculty)
• Special Services Department, Division of Public Safety (students, staff, faculty, or visitors)
• Student Health Service (students)
• Vice Provost for University Life (students)

Informal and Formal Complaint Resolution Resources
The University also has resources available to respond to informal and formal complaints of sexual violence. The staff of these resource offices will provide information regarding the process to be used in responding to the complaint, investigate the allegations, and ensure that appropriate action is taken.

• Office of Affirmative Action and Equal Opportunity Programs (complaints by or regarding students, staff, faculty, or visitors)
• Dean’s Offices and Department Chairs (complaints regarding faculty)
• Division of Human Resources, Staff and Labor Relations (complaints by or regarding staff members)
• Penn Police Department, Division of Public Safety (complaints by or regarding students, staff, faculty, or visitors)
• Office of the Provost (complaints by or regarding students or faculty members)
• Special Services Department, Division of Public Safety (complaints by or regarding students, staff, faculty, or visitors)
• Office of Student Conduct (complaints regarding students)
• Title IX Coordinator/Executive Director, Office of Affirmative Action and Equal Opportunity Programs (complaints by or regarding staff, students, faculty, or visitors).

Rights of Complainants and Respondents
Persons who make a complaint and those who are responding to complaints have the following rights:

• The option to notify law enforcement;
• The option to have another member of the University community present during interviews that are part of a University-initiated investigation;
• To be notified of counseling and support services available;
• To be notified of options to change academic, living, or work arrangements.

Policy Against Retaliation
University policy expressly prohibits retaliation against faculty, staff, or students who in good faith make reports of violations of this policy. In addition, knowingly and intentionally making a false report of a violation of this policy is prohibited. Members of the Penn community who take adverse action against someone who reports a violation of this policy, intimidates, threatens or otherwise engages in retaliation is subject to disciplinary action, up to and including termination of their employment or expulsion from the University. See more at:

http://www.upenn.edu/almanac/volumes/v59/n01/violence.html#sthash.WiQ6pv3L.dpuf

(Source: Office of the Provost, 2013)

http://provost.upenn.edu/policies/pennbook/2013/02/15/sexual-violence-policy
HEALTH AND SAFETY MATTERS

HEALTH

It is extremely important to maintain a balanced diet and get enough rest while you are abroad. If you let yourself get run down, you will be much more vulnerable to illness and it will be harder to deal with the day-to-day stresses of living in a new environment. If you are in a hot climate, it is particularly important to avoid excessive exposure to heat and to drink plenty of fluids to avoid dehydration.

In the event of an illness or injury, promptly speak with the program director. Program staff will assist you in getting the medical care that you require. Many of our programs are connected with local universities and you may have access to their health centers for basic care. For more serious matters, you will go to a recommended hospital. You will receive contact information for medical facilities and emergency services at the start of the program.

In addition to the program resources, International SOS has medical staff available to speak with by phone 24/7 and can help you find appropriate local medical care as needed. The Embassy and major hotels can also refer you to English-speaking doctors.

Counseling Services

The normal ups and downs of life can be compounded when you are living in a new and unfamiliar environment. Some of your experience may be related to culture shock (see page 34) and not having your usual supports around you. If this begins to affect your relationships, your grades, and/or your daily life, you need to talk to someone. International SOS or the program director may be able to assist you in identifying a local clinician. If counseling services are not readily available on-site, you are welcome to communicate with counselors at the Counseling and Psychological Services (CAPS) on Penn’s campus. CAPS counselors are available during normal Penn business hours and you can reach them by phone or email. You may want to e-mail ahead to schedule a phone conversation. You can also contact Penn Summer Abroad and we can try to facilitate a meeting for you.

CAPS
Regular phone hours: +1 215-898-7021, ask for the On-Call Clinician
After Hours Phone: +1 215-349-5490, ask for the CAPS On-Call Clinician
Email: caps@upenn.edu
Web Link: http://www.vpul.upenn.edu/caps/

SAFETY GUIDELINES

The safety of program participants is a central concern for Penn Summer Abroad. In partnership with other University offices, Penn Summer Abroad assesses risk management to promote security, and has established procedures for emergency response.

Students are briefed during the pre-departure and on-site orientations on health, safety and security issues while abroad. Unfortunately, we cannot guarantee your safety or eliminate all known and unknown risks. During your study abroad, as in other settings, you can have a major impact on your own health and safety through the decisions you make and your day-to-day choices and behaviors.

Listed below are some guidelines to assist you in living safely during your study abroad. These guidelines are adapted from “Responsible Study Abroad: Good Practices for Health and Safety,” prepared by the Interorganizational Task Force on Health and Safety and Study Abroad. These Guidelines are supported by numerous universities and study abroad programs.
Responsibilities of Participants
1) Read and carefully consider all materials issued by the program that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country.
2) Consider personal health and other personal circumstances when applying for or accepting a place in a program.
3) Make available to the program accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
4) Assume responsibility for all the elements necessary for personal preparation for the program and participate full in orientations.
5) Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
6) Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
7) Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
8) Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
9) Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
10) Accept responsibility for their decisions and actions.
11) Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
12) Follow the program policies for keeping program staff informed of their whereabouts and well-being.

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

When appropriate, Parents and guardians should:
1) Be involved in the decision of the participant to enroll in a particular program.
2) Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
3) Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
4) Be responsive to requests from the program for information regarding the participant.
5) Keep in touch with the participant.
6) Be aware that the participant rather than the program may most appropriately provide some information.

General Safety Points
- You should have valid identification (for example, an international student ID card, a photocopy of your passport, or a driver’s license) with you at all times.
- Learn how to use the telephone before you have an emergency. Know how to contact the police or fire department. **Always carry with you the phone numbers for your program director and staff, place of accommodation, fellow students, International SOS, and your nearest embassy or consulate.** Carry a charged cell phone, phone card and know what change to use to make a local call from public phones.
- Be as inconspicuous in dress and demeanor as possible. Downplay those elements of your appearance and manner that broadcast that you are American. Avoid wearing U.S. college or university insignia clothing or heavily patriotic American clothing.
- Whenever possible, speak in the local language.
- Be wary of people who seem overly friendly or overly interested in you. Do not give out your or anyone else’s address or telephone number to strangers. Don’t give away your class or field trip schedule.
• Report suspicious events immediately: Contact the program director if you observe suspicious persons within the premises of your educational environment.
• Be street wise. Find out which areas are considered to be unsafe by the local people and avoid them. Exercise caution in crowds.
• Use the buddy (or in the evening, small group) system.
• Try to avoid arriving late at night in cities with which you are not familiar, and take along a reliable guidebook that lists resources and hotels/hostels.
• If you consume alcohol, remember that your ability to make sound judgments is impaired, and therefore you may be putting yourself in danger.
• Many drugs are available in other countries over-the-counter that wouldn’t normally be available in the U.S. Be certain when purchasing medication that you know the ingredients and understand their effects, especially if you’re taking other medication.

Money and Valuables
• Do not carry more cash than you are prepared to lose.
• Do not handle or display large quantities of money in public places. Be aware of your surroundings while withdrawing cash from ATM.
• Take good care of bank, credit, and calling cards. Keep separately a list of your traveler’s checks serial numbers.
• Do not bring valuable jewelry. Do not bring expensive cameras and other expensive items.
• Note that the theft of laptop/notebook computers has become alarmingly common. Take precautions with your computer including keeping it in a non-descript case, keep it close to you when traveling and lock it to a non-removable piece of furniture in your room. www.roadnews.com provides more useful information about traveling with computers.

Handbags/Backpacks/Luggage
• Do not leave your bags or belongings unattended.
• Avoid putting important or valuable items in the back pocket of your pants or your backpack. Wear your backpack in front of you in crowded places. We recommend bringing money belt or waist/neck pouch that can be worn concealed under your clothes.
• Always keep an eye, and/or your hands, on your purse/bag/wallet, especially in crowded public areas (public transportation, crowded sidewalks, markets, and metro stations).
• Be aware that pickpockets exist and tend to prey on people who look lost or who do not seem to be paying attention. Pickpockets often have an accomplice who will jostle you, ask you for directions or distract you in another way. Also be aware that thieves on mopeds snatch purses, so carry your bag facing away from the street.

Fire Safety
Know the fire instructions wherever you are. Know where the fire exits are and know how to report a fire. Locate the fire extinguishers. In case of fire, leave your room if possible. Touch the door; if it is cool, it is probably safe to open it. When you leave, open the door slowly; take your key; go to the nearest exit; if there is smoke in the hall, crawl on the floor (there is more oxygen close to the floor). If the door is hot, do not open the door; stay in your room; call for help by phone (if working) and signal from the window; if the door to the room is open, close it so smoke does not fill the room from the hall.

Independent Travel
• If you plan to do any traveling outside the group during the program, keep the program director informed of your travel plans. Failure to do so may result in dismissal from the program.
• Don’t plan trips within or near a war zone or in an area of political conflict.
• If possible, do not travel alone. Always try to travel with at least one other person.
• Have sufficient funds or a credit card on hand to purchase emergency items such as bus or train tickets, or for medical treatment.
Relationships
Be cautious when entering into any type of relationship while abroad. It’s easy to be charmed by the idea of a once-in-a-lifetime foreign romance, but you should consider any such relationship carefully, particularly when you are overseas. There are different cultural values and rules regarding dating and relationships. Proceed cautiously, realizing that you are abroad for only a short period of time.

Please be aware that in any type of intimate relationship, there is a risk of a sexually transmitted disease (including AIDS) and pregnancy. Be sure that you know the person very well before developing a more intimate relationship and always demand that you both practice safer sex. Some countries do not admit that they have an AIDS epidemic. Assume that AIDS is everywhere and take precautions.

For female travelers, who may be more likely to encounter harassment, uncomfortable situations can usually be avoided by taking the following precautions:

- Observe how the host country’s women dress and behave and follow their example. While short skirts and tank tops may be comfortable, they may encourage unwanted attention.
- Avoid walking alone late at night or in questionable neighborhoods.
- Do not agree to meet a person whom you do not know in a non-public place.
- Be aware that some men from other countries tend to mistake the friendliness of American women for romantic interest.

Note: Be aware that in certain countries mace, pepper spray, and other such “self-defense” items are considered weapons and may be illegal to carry. Check on this before you try to carry these items into a foreign country.

HOW THE LAW APPLIES TO YOU ABROAD

Be advised that that local laws and regulations apply to you the same as they do to the citizens of that country. U.S. laws and constitutional rights do not cover you while abroad. Penn and Consular officials can do very little in the event of the law being broken. Therefore, make sure you know the relevant laws for each country you will visit. Country Specific information and Travel Warnings from the U.S. State Department are available at: http://travel.state.gov/travel/travel_1744.html.

Embassy or Consulate Assistance: If you find yourself in legal trouble abroad (for example, arrested), the U.S. Embassy or Consulate (or that of the country where you are a citizen) may be able to assist you only in the following ways:
1. Visit you in jail after your arrest.
2. Give you a list of local attorneys. (You would be responsible for bearing the financial burden.)
3. Notify your family and friends and relay request for money and other aid.
4. Intercede with local authorities to help ensure your proper treatment under the law and in accordance with internationally recognized standards.
5. Protest mistreatment.

Penalties for Involvement with Drugs
Despite repeated warnings, drug arrests and convictions of American citizens are on the increase. If you are caught with either soft or hard drugs overseas, you are subject to local and not U.S. laws. Penalties for possession or trafficking are often the same. If you are arrested, you will find the following:

- Few countries provide a jury trial.
- Most countries do not accept bail.
- Pretrial detention, often in solitary confinement, may last months.
- Prisons may lack even minimal comforts – bed, toilet, wash basin – and diets are often inadequate.
- Officials may not speak English.
- If convicted, you may face one of the following sentences:
  - Two to ten years in most countries.
  - A minimum of six years’ hard labor and a stiff fine.
EMERGENCY

What to do in a Health, Safety, or Legal Emergency

- Seek emergency medical or police assistance as appropriate
- Contact your program director. Be sure to carry the emergency contact information provided at the start of your program with you at all times. In an event when your program director cannot be reached, you can call International SOS (see p. 9 of this Handbook).
- Keep your parents informed.
- If applicable, follow the on-site emergency instructions and go to the designated safe meeting point.
- If it is a city or country-wide emergency and you cannot make contact with your group, make sure to check in with your embassy and/or International SOS to let them know where you are and get updated security information. International SOS has its own security resources but also acts in close collaboration with the U.S. Embassy.
- Contact Penn Summer Abroad staff if they can be of assistance.
- When in doubt, contact Penn Police (215-573-3333) for emergency assistance.
LIVING ABROAD

The cultural differences you will encounter during your study abroad program will vary based on your location. In addition, students within the same program may also experience their cultural context in very different ways. The program director and on-site faculty and staff are among your best resources as you explore, question and seek to understand your host culture.

CULTURAL ETIQUETTE

Social customs differ greatly from one country to another. It is therefore impossible to give guidelines that will be applicable in every culture. Generally speaking, you can be yourself as long as you remain friendly, courteous, and dignified. Always keep in mind that you are the guest in someone else’s country; you would be safe to assume that your behavior should be regulated in the same manner as if you were in someone else’s home.

Keep in mind that people in other countries have a stereotyped perception of the American, just as the Americans have a stereotyped image of them. All too often, the stereotype of the American is far from complimentary: the boorish tourist who expects everyone to speak English, the arrogant patriot who thinks every country in the world should pattern itself after the U.S., the drunken reveler who sees the anonymity of traveling abroad as an opportunity to drop all civilized inhibitions — all have contributed to the development of this unfortunate stereotype. It is up to you to behave in a manner that will convince your hosts that this is indeed an unjustified stereotype that cannot be applied arbitrarily to every American.

Until you develop a feel for the social customs characteristic of the area in which you are living and studying, it might be wise to be a bit more formal and restrained in your social contacts. By the same token, do not expect the local populace to welcome you immediately with open arms; their formality and restraint are not necessarily an expression of unfriendliness but may simply be characteristic of their social manner.

In keeping with the relatively more formal manner of social customs abroad, always be conscious of placing much more emphasis on the simple niceties of polite social intercourse. You should be prepared to offer a formal word of greeting to whomever you meet in your day-to-day activities. You should also become familiar with the appropriate expressions of gratitude in response to your hosts’ hospitality.

When it comes to language, most people will be extremely flattered rather than amused at your efforts to communicate in their language. Don’t be intimidated or inhibited in practicing the new language. Just a couple of words of caution might be in order: avoid slang expressions, which are usually unique to the cultural milieu in which they originate and which may therefore be totally meaningless in the context of another culture; be aware of the differences between the “familiar” and the “polite” forms of address and try to use them properly; don’t try to translate American idiomatic expressions directly into the native language — the words themselves may mean something entirely different and the expression as a whole may be complete nonsense when translated into a language other than that of its origin; and while it is not true that all people speak English, it is true enough for you to be wary of making impolite or tactless comments on the presumption that those within hearing distance will not understand English.

When establishing social relationships, “play it by ear” in determining the level of familiarity that you should adopt at the various stages of your relationship. Physical contact, for example, may not be especially appreciated or understood by someone unfamiliar with the American idea of camaraderie; a cheerful pat on the back or a warm hug may be quite embarrassing and uncomfortable. You might also want to let your hosts point the way in the kind of “small talk” in which to engage; while Americans may find it easy and quite appropriate to talk about themselves, your hosts may view it as being impolite to ask personal questions of them.

Be extremely sensitive of others’ attitudes and feelings when it comes to drinking. You will probably find that your hosts enjoy social drinking as much as any American, but they might not look upon drunkenness as either amusing or indeed tolerable. Once again, you may very well encounter an unfortunate stereotype of Americans, such as, Americans are excessive drinkers.
You can expect people abroad to be very articulate and well-informed when it comes to matters of politics and international relations. Do not be at all surprised if your counterparts in the academic setting try to engage you in political debate. There is certainly no reason for you to modify your own convictions (unless, of course, the argument presented is convincing enough to prompt such a change), but you should be discreet and certainly rational in your defense of those convictions. Here again you may very well find yourself butting heads with another of those unfortunate stereotypes, such as the arrogant American who thinks everyone must fall in line with the U.S. Some individuals can take a great delight in deflating the American ego by leading you into a debate where you find yourself embarrassed by a store of facts and information sorely inadequate to that possessed by your debate partner. Besides, the “facts” may not be as accurate as they sound.

You will probably want to record many of your memories on film, and it can often be helpful to include someone from the local populace in your photographs. Be extremely tactful and discreet in how you approach photographing strangers; it is always courteous and wise to ask permission before stepping up to someone and snapping a picture.

Remember that smoking may be banned or restricted in certain areas and public buildings, including the university, restaurants, shops, theaters, cinemas, and in public transportation. It is polite to check to see whether it is allowed in somebody’s house/office. Be sure to ask permission to smoke. On the other hand, in some environments smoking is more widespread than in the U.S. and may take quite an adjustment for you if you are a nonsmoker.

 Customs differ from one country and culture to another. It is impossible to make generalizations that can be applicable to every situation. Remember, therefore, that it is not at all inappropriate to inquire politely about local customs and social niceties whenever you are in doubt. Expect things to be different overseas; that, after all, is one of the basic reasons for your participation in a study abroad program. Be flexible and receptive in dealing with these differences, and you will find that your own experiential background will have been greatly enriched.

**CULTURE SHOCK**

Experiencing new cultures, and obtaining a better understanding of your own culture, can result in some of the most positive, life-altering experiences students have while studying abroad. It may, at times, also become overwhelming. Culture shock is a reflection of the adjustments you are making to a new place.

Generally speaking, you can probably expect to go through an initial period of euphoria and excitement at the thrill of being in a totally new and unusual environment. As this initial sense of “adventure” wears off, you may gradually become aware of the fact that your old habits are routine ways of doing things are no longer relevant. A bit of frustration can be expected on occasion, and you may find yourself growing unusually irritable. Minor problems suddenly assume the proportions of a major crisis, and you may grow somewhat depressed. The human psyche is extremely flexible, however, and with a bit of effort you will soon find yourself making adjustments (some quite subtle and perhaps not even on the conscious level) that enable you to adapt to the new circumstances and make the most of them.

There is no simple, clear-cut way of dealing with culture shock. The first step is simply recognizing its existence and your vulnerability to it. As long as you know in advance that you will probably be vulnerable to at least some extent, you can prepare yourself psychologically to accept the discomfort and turn it to an advantage by learning from it. You are not the only one experiencing occasionally frustration, irritability, depression, etc. Falling victim to culture shock does not imply the existence of any psychological or emotional shortcomings on your part. However, whenever your usual coping mechanisms are not working for you or you find yourself making copying choices that are not in your best interests, realize that you may need more support, and seek help.

**SPECIAL NOTE TO WOMEN**

In certain study abroad programs, women have had a hard time adjusting to attitudes they encounter abroad, both in public and in private interactions between men and women. Some men openly demonstrate their appraisal of women in ways that many women find offensive. It is not uncommon to be honked at, stared at, verbally and loudly approved of,
and, in general, to be actively noticed simply for being a woman. Sometimes the attention can be flattering. Soon, it may become very annoying, and potentially even angering. Indigenous women, who often get the same sort of treatment, have been taught, either explicitly or through experience, how to ignore the attention. Many American students have found that hard to do.

Eye contact between strangers or a smile at someone passing in the street, which is not uncommon in the U.S., may result in totally unexpected invitations. You will have to learn what the unwritten rules are about what you can and cannot do. American women are seen as liberated in many ways, and sometimes the cultural misunderstandings that come out of that image can lead to difficult and unpleasant experiences.

Needless to say, all of this may make male-female friendships more difficult to develop. Be careful about the implicit messages you are communicating, messages you may not intend at all in your own cultural context. Avoid being alone with men with whom you are not acquainted. Above all, try to maintain the perspective that these challenging and sometimes difficult experiences are part of the growth of cultural understanding which is, all things considered, one of the important reasons you are studying abroad.

Penn Summer Abroad participants are welcome to attend a Penn Abroad Know Before You Go session on Women’s Issues Abroad. Visit the Upcoming Events section of their website for the next scheduled event.

RACIAL AND RELIGIOUS ISSUES

Racial and religious issues may also be different abroad. In some countries, minority students may experience different degrees of curiosity about their ethnicity, including being stared at. That may occur to people who in the U.S. are not considered minority but will be abroad.

In many countries, religion is considered a private matter and is not openly discussed. In others, there may be less religious tolerance than in the US.

Penn Summer Abroad participants are welcome to attend a Penn Abroad Know Before You Go session on Ethnicity and the Study Abroad Experience. Visit the Upcoming Events section of their website for the next scheduled event.

CONCERNS OF GAY, LESBIAN, BISEXUAL AND TRANSGENDER TRAVELERS

It is important to be aware of the laws pertaining to homosexuality in other countries as well as the general attitudes of the populace toward the gay, lesbian, bisexual and transgender members of their community. Information is available from the Penn Abroad office and the Lesbian, Gay, Bisexual and Transgender Center located on Penn’s campus at 3907 Spruce Street. You can reach the Center by phone at 215-898-5044 and on the internet at http://www.vpul.upenn.edu/lgbtc/. Referrals can be made to talk to students who have been abroad.

For information on issues and resources pertaining to gay, lesbian, bisexual and transgender travel and study abroad, you may want to visit: Giovanni’s Room (345 S. 12th St., Phila., PA 19107. tel. 215-923-2960), located in Center City Philadelphia, is home to one of the world’s best collections of books about gay, lesbian, and bisexual travel. The bookstore features everything from Gaia’s Guide, “an international guide for traveling women,” that includes lesbian, feminist, and gay resources, publications, restaurants, etc., to Spartacus International Gay Guide, which provides listings of hotlines, publications, bars, etc. for gay men throughout the world.

Penn Summer Abroad participants are welcome to attend a Penn Abroad Know Before You Go session called LGBT Issues Abroad. Visit the Upcoming Events section of their website for the next scheduled event.

http://www.damron.com
http://www.IGLHRC.org
http://www.gayguide.net/index.html
http://www.planetout.com
LIVING WITH HOST FAMILIES

At first, living with a host family and communicating in the foreign language may be difficult. It will be up to you to find the right balance between remaining yourself and adapting to the family’s way of life. Remember that you are always a guest in your hosts’ home, and treat them with respect. Avoid conflict. Observe a lot the first few days and try to adapt or fall into the hosts’ way of life (i.e., eating times and habits, sense of humor, etc.). Don’t be afraid to speak their language. After all, that’s probably one of the main reasons you are studying abroad. It is very important to accept corrections and not care that you make mistakes. Try to speak with the family as often as possible. Get involved. Stick around and watch TV and chat with the family. Ask a lot of questions — take an interest in your city/country. Pictures are a great icebreaker, and lead to great conversations. If there is a problem, talk openly with the family members. If the problem is not resolved, speak to your program director or local coordinator.

END NOTES
1. From the Orientation Handbook of the Office of Education Abroad Programs, The Pennsylvania State University as adapted in The Practical Penn Abroad Handbook of the Office of International Programs, University of Pennsylvania
Appendix A
Program Agreement and Limits of Liability Waiver

I have applied for participation in the Penn Summer Abroad program ("PSA") sponsored by the University of Pennsylvania ("Penn") College of Liberal and Professional Studies ("LPS") as follows:

A. Name of Student: ___________________________________________________________

B. Program Name/Location: __________________________________________________ (Indicate Name and location of PSA program)

C. Semester/Year of Program: ________________________________________________ (Indicate semester and year, e.g., Summer 2017)

D. Academic Advisor/School/College/Dept.: ______________________________________

I understand that I am obligated as a Program Participant to abide by all PSA policies, procedures, and instructions provided to me by the Program Director in charge of my PSA program indicated above.

As a Participant in PSA, I acknowledge that I have received, read, and understood the PSA Student Handbook and all of the policies contained therein, and agree to become familiar with its recommendations and abide by its requirements. However, I understand that as a PSA participant, I also have a continuing obligation to conform my conduct to all Penn policies applicable to me through my affiliation with Penn. If I am not a Penn student, I will be familiar with and abide by all Penn policies that apply to student behavior and understand that I will be subject to the same disciplinary rules, which include dismissal from this PSA program.

As a participant in PSA, I understand that Penn, LPS, PSA, the PSA Directors, PSA representatives or agents, travel arrangers, and others cannot and will not provide me with full-time supervision while I am a participant in PSA. I acknowledge that my ability to travel during the program is subject to the PSA Director’s requirements for participation and attendance at classes and other activities and policies identified as required for PSA. Further, whenever I elect to leave the PSA group, I know that I must assume full and complete responsibility for my own supervision, behavior, and any results related to all known and unknown risks.

As a PSA Participant I further agree that:

1. I will assume full responsibility for my personal care and safety throughout my participation.

2. If I decide to leave the PSA program before completing my course of study, I will provide PSA and the Program Director or Faculty Member in charge with advance written notice of my intention to leave the program and the applicable effective date. If I leave the Program prior to its scheduled completion, Penn, LPS, and PSA will have no responsibility or liability related to providing or arranging transportation, housing, dining or any other services related to my early departure.
3. I understand that the circumstances of living and studying abroad may require a standard of behavior and dress that differs from that of my current lifestyle. In recognition of that fact, I acknowledge my willingness to make a reasonable effort to understand and conform to the standards and expectations of my hosts.

4. I understand that it is important to the success of the program and the continuance of future programs that participants observe standards of conduct that will not compromise Penn and the PSA program in the eyes of individuals and organizations that PSA depends upon. Therefore, I agree to comply with all rules and regulations established by PSA, Penn, LPS, the program director, or any of their designees. Further, I understand and agree that it is within the discretion of the PSA program director to determine that a violation of any such rule and regulation has occurred and that the violation warrants disciplinary action up to and including my termination from the program. In the event I am terminated from the program, I agree that I will be sent home at my own expense. LPS, Penn and PSA shall bear no responsibility or liability for any losses or claims incurred by me in connection with the termination of my participation in the program. If I decide to remain in the foreign country after receiving notice of my termination from the program, I understand that I will be required to bear full responsibility and all liability for my own care and safety and that I must release Penn, LPS, and PSA from any responsibility or liability.

5. I understand that students found in violation of the following PSA program rules will be disciplined up to, and including, dismissal from the program:

- Students are expected to attend classes and to meet academic obligations responsibly.
- Students will read and abide by all academic policies, calendars, rules and responsibilities set forth by the University. Please refer to the Penn Book at: [http://provost.upenn.edu/policies/pennbook](http://provost.upenn.edu/policies/pennbook)
- Students are expected to abide by all applicable federal, state, and city laws.
- Students are expected to observe the laws of the country in which they study.
- Dealing, consuming, and possessing illegal drugs is prohibited and is grounds for immediate dismissal, as is possession or use of firearms.
- Abusive use of alcohol (as defined in the PSA Student Handbook) is prohibited.
- Students are expected to treat each person with respect and courtesy. Abusive language, hazing, threatening behavior, and harassing conduct are strictly forbidden.
- Students are expected to be sensitive to the cultural differences and to social customs of the country in which they study.
- Students are expected to respect others’ property and act responsibly. Students are responsible for any damage that they cause to any property while in the program.

6. I understand that LPS reserves the right to make cancellations, changes or substitutions to the program in cases of emergency or changed conditions or in the general interest of the PSA program either prior to the start or during the program. LPS may, at its independent and sole discretion, determine that circumstances within a foreign country require the cancellation of the PSA program within that country. LPS will provide me with as much advance notice as reasonable under the circumstances of any intention to cancel the program for which I have applied. I also understand that LPS, Penn and PSA shall bear no responsibility or liability for any losses or claims incurred by me in connection with an early
termination of the PSA program. If I decide to remain in the foreign country after a premature program termination initiated by LPS or PSA, I understand that I will be required to bear full responsibility and all liability for my own care and safety and that I must release Penn, LPS, and PSA from any responsibility or liability.

7. I am responsible for any and all required payments, charges and fees applicable to the PSA program and my participation in it. I understand the withdrawal and refund policies of the PSA program and I agree to abide by them and pay or reimburse the program for any fees or amounts due the program in accordance with these policies.

8. I have thoroughly examined, accurately completed, and have (or will) appropriately submit the following forms provided to me by the PSA program:
   A. Statement of Committal form
   B. Program Agreement and Limits of Liability Waiver (this form)
   C. Health Information Form
   D. Medical Statement
   E. Medical Treatment Authorization Form
   F. Penn Global Activities Registry (to verify information and add flight itinerary).

9. I understand that Penn, LPS, and the PSA program cannot:
   • Guarantee or assure the safety of participants or eliminate all known or unknown risks from the PSA Program experience for me;
   • Monitor or control all of the personal decisions, choices, and activities of individual participants including me;
   • Prevent participants, including me, from engaging in illegal, dangerous, or unwise activities;
   • Assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants including me;
   • Assume responsibility for the actions of persons not employed or otherwise engaged by LPS or the PSA program, for events that are not part of the program, or that are beyond the control of LPS, the PSA program and any subcontractors for situations that may arise because a participant, including me, fails to disclose important and pertinent information (including medical and psychiatric information); and furthermore LPS and the PSA program cannot assure that U.S. or home-country cultural values or norms will apply to circumstances and situations that occur during my visit to the host country.

10. I understand that during the PSA program I have emergency medical, and accident assistance through Penn’s group policy with International SOS. However, this is not intended to be a substitute for my required comprehensive policy (see section #11 below).

    I fully understand and agree that I am responsible for any expenses not covered by my insurance coverage plans and policies.

11. I understand that Penn/LPS policies require each student to maintain enrollment in a comprehensive health coverage plan whether through his/her family insurance plan, an individually acquired policy, or a policy provided by the home university. I further understand that the PSA program requires that such
coverage be in place and in force throughout my participation in the program.

12. If I live with a home stay family as part of this Program, I agree to abide by all of the recommendations pertaining to home stays, safety, and student behavior in the PSA Student Handbook. While PSA undertakes to provide home stays that are safe and secure, I understand that PSA does not administer these facilities and cannot guarantee that private housing accommodations abroad conform to U.S. standards related to fire, earthquake, and flood protection, and security systems. Nor can PSA monitor the individuals who frequent such private residents. I therefore agree to hold Penn, LPS, and PSA and their employees harmless for the outcome of any problems or damages that may arise in home stay facilities.

13. I understand that the program director or instructors may need to withdraw or be replaced by LPS or the PSA program and that there is no guarantee that the person identified will be able to serve in the identified capacity relating to my PSA program participation.

14. I acknowledge and affirm that I have taken adequate time to carefully review this Agreement along with all other ancillary forms and policies referenced herein and that I understand my commitments related to participation in the PSA Program.

15. I understand that I am participating in this program “at my own risk” and agree to hold harmless the University of Pennsylvania, its departments and representatives for any harm or costs that may arise as a result of my own actions during my affiliation with this program.

I have carefully read and understand this agreement and have had the opportunity to ask any questions I may have about the program and the rules I am hereby agreeing to follow. I understand that if I fail to abide by any of the conditions in this agreement, I may be dismissed from the program immediately or that I may be subject to other appropriate disciplinary action.

I have read this entire Agreement and any related and referenced documents and as witness by my signature below, I agree to all terms and conditions of this Agreement made effective with the date of my signature recorded below.

(Signature of Program Applicant/Participant)  (Signature of Parent/Legal Guardian if student is under 18 years of age)

(Date of Signature)  (Date of Signature)
Appendix B

STUDENT TRAVEL FORM

Please complete as thoroughly as possible. This form must be given to your Program Director before you leave for an overnight or extended non-program related absence.

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<th>Departure Date:</th>
<th>Return Date:</th>
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Name:

Address:

Mobile phone number:  
if applicable

Destination(s):

Hotel(s):  
Please include address(es) and phone number(s)

Company / travel agent traveling with  
If applicable

Mode of transport:

Flight number / ferry number, etc.

Traveling companions: