The following checklist should serve as a content guide for campus orientations for departing study abroad students. Each campus and trip may build on this as appropriate; this is only intended as a minimal checklist for orientation leaders as they prepare customized content for their students. It is not intended as a student handout.

If an orientation addresses students heading to multiple countries, breakout sessions should be planned to allow for country-specific preparation. Faculty leading trips (Field Directors) are encouraged to contribute to country-specific orientations.

I. Health and Safety

✓ Bringing prescription and OTC medications
  o Carry in original packaging, with doctor’s Rx for all prescriptions
  o Bring in carry-on, do not pack in luggage
  o Bring an adequate supply for entire trip; U.S. prescriptions will usually not be accepted abroad

✓ Disclosure of physical and/or mental health conditions to trip director
  o Important to ensure you can receive appropriate assistance if necessary
  o Confidentiality measures

✓ Health precautions
  o Preventing food and water-borne illnesses
  o Climate precautions: stay hydrated and use sunscreen where advisable
  o Mosquito and/or tick bite prevention (where applicable)
  o Discontinuing mental health medications prior to or while abroad is not advised due to the additional stress of travel
  o STD precautions, including safer sex but also vigilance in situations involving blood/needles, both medical (transfusions, injections) and non-medical (tattoos, piercings), since regulatory standards may be lower in some locations.

✓ Vaccination and/or prophylactic medication requirements and recommendations by country (may be distributed before orientation if necessary to meet deadlines for effective administration by the departure date)

✓ Your travel insurance
  o What it includes
  o How you’ll receive your insurance documentation
  o How to use it
  o If you plan to arrive before or stay after trip dates, it’s your responsibility to extend coverage (explain how)

✓ Gender norms
  o Stereotypes of U.S. men and women in the host country
  o Local norms, verbal and non-verbal communication
    Special considerations for women and LGBTQ participants
Title IX (distribute *Understanding Title IX Guidelines When Abroad: A Student Guide*)
- You may use the OGC Title IX presentation (available in Sharepoint) or your own as long as it covers the same content; allow time for questions/discussion
- Field directors and other CUNY employees accompanying students must receive the *Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students* as well as the student Title IX handout

STEP enrollment
- Inform them that they are enrolled by the Study Abroad Office and explain the benefits

Passport, Emergency Contact Card and CISI Insurance Card (should be carried on their person at all times)

Dress
- Culturally appropriate attire—respect and safety
- Climate and activity-appropriate attire

Safety abroad
- Discuss safety climate in destination country and any specific risks
- Establish locally appropriate rules, if appropriate (curfew, buddy system, etc).

Behavioral standards
- Possible dismissal from trip at student expense without usual due process standards on campus for violation of CUNY policies, local or U.S. laws.
- Potential sanctions at the home college
- Alcohol and drugs
  - All CUNY Trips must conform to the CUNY Drug and Alcohol policy.
  - Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.

Motor Vehicles
- Driving not allowed during CUNY Trips by students or CUNY employees. Anyone who does so is operating at their own risk and injuries sustained in an accident may not be covered by the travel insurance.
- Traffic safety for pedestrians

In an emergency
- Check in with Field Director (if applicable) or Campus Director ASAP
- Shelter in place protocol until further instructions received
- Check email (and spam filters) for CISI updates
- If separated from group, reach out to nearest Campus Public Safety and U.S. Consulate

Review the political and social climate of the country, including any current situations, laws or norms that students may need to consider as a matter of safety.

Demonstrations and crowds
- Increased risk, avoid when possible
✓ Independent Travel beyond CUNY Trip Itinerary
  o Inform your Field Director
  o Register independent travel using the appropriate CUNY-GO registration portal (undergraduate or graduate) here.
  o Self-enroll with STEP for any travel beyond the CUNY Trip (weekend trips, pre- or post-CUNY Trip travel, etc.)

II. Tips for Successful Travel
✓ Cultural adaptation/culture shock/managing stress
✓ Language basics or language immersion
✓ Managing money abroad
  o Inform your bank and all financial institutions whose debit/credit cards you might use abroad
  o Ask your bank about fees for transactions and withdrawals overseas
  o Know your daily withdrawal limit
  o Recommendations for cash v. debit/credit, by country; how much cash to carry
  o Bring a credit card for emergencies
✓ Cell phones abroad
  o Contact your provider to see if they allow you to switch to a plan that will allow you better rates overseas
  o Ask your provider if your phone will work on networks in your destination
  o Be sure you understand international charges and how to avoid them
  o Depending on the length of your stay, it may make sense to purchase a local SIM card instead of relying on your U.S. provider for cell phone access. You may be able to suspend your U.S. plan to offset costs
✓ Safeguard your passport
✓ In case of loss or theft, have photocopies of passport, all credit/debit cards, and other important items (driver’s license) available to you in a secure location (with a friend or family member you can reach, in a secure online location, etc).
✓ Wifi and laptops abroad