

**Webster Shanghai
Study Abroad Handbook
2006-2007**

**The Office of
Study Abroad**



Dear Student,

The information in this guide is intended for students who will be studying abroad at Webster University-Shanghai during the 2006-2007 academic year, their family and friends.

The Office of Study Abroad (OSA) at Webster University congratulates you on your acceptance into our Study Abroad Program. You are headed for the experience of a lifetime. We are providing you with this study abroad handbook to help you along your way. This handbook will provide you with helpful information relating to your program abroad, and outlines the various policies and procedures related to academic and student activities of Webster University Study Abroad Programs.

We wish you much success in your upcoming experience abroad and Happy Travels!

The information in the handbook is subject to change without advanced notice. It is your responsibility to read this handbook. If you have questions, please call (314) 968-6988 or email worldview@webster.edu

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1. Study Abroad Checklist

Have you returned the following documents to the Office of Study Abroad?

1. Letter of Intent (due two weeks after receipt of acceptance letter)
2. \$165 program deposit (due two weeks after receipt of acceptance letter; make checks payable to Webster University)
3. 3 passpor-sized photos (due two weeks after receipt of acceptance letter)
4. Transcript request form (non-Webster students only - due two weeks after receipt of acceptance letter)
5. Authorization Form (Webster students only - due two weeks after receipt of acceptance letter)
6. Medical Information form (one month prior to departure)
7. Arrival Information form and flight itinerary (one month prior to departure)

(Please turn to page 24 for the forms mentioned above)

Have you registered for classes with the OSA?

Once course schedules are available, they will be sent to your email address and your current mailing address along with registration forms.

Complete the form and return it to the Office of Study Abroad. (Webster students note: **do not register online.**)

Course registration will take place approximately one month prior to program start.

Have You Paid Tuition?

Familiarize yourself with the Webster University tuition payment policy.

Have You Sent in Your Travel Itinerary?

Send us a copy of your flight itinerary along with your Arrival Information form so that we can pick you up at the airport.

Have You Confirmed Your Financial Aid?

If you are receiving financial aid, have you contacted the financial aid office to make certain your file is complete?

Do you have enough money to live on until your loan check is dispersed? Do you know your financial aid counselor's contact info? Have you completed the power of attorney process to ensure that your student loan checks can be endorsed by someone in the U.S. while you are out of the country?

Is Your Contact Information Correct?

Do we have your correct mailing address? Correct Emergency Contact info? Have your study plans or address changed? Please let us know.

Do You Have Your Passport?

Remember you must have a passport to leave the country. For U.S. citizens, a passport can take 6 to 8 weeks to process.

Have You Talked with Family & Friends?

Are they aware of your travel plans, tuition guidelines, emergency numbers, etc.? Be sure to leave copies of your important travel documents (i.e. passport, visa, tickets, etc.) with them.

Have You Discussed the Logistics?

Make sure you take care of any logistical arrangements for while you are overseas and when you return:

- Income Tax
- Power of Attorney
- Car insurance, etc

2. Passport and Visa

PASSPORT (YOU MUST HAVE ONE!)

A passport is an official government document proving your citizenship. You are required to show your passport when entering and departing a country, including the United States. Passports are valid for ten years.

You will also need your passport in order to apply for your visa. Passport applications can be obtained at U.S. government and postal offices. Refer to the U.S. State Department Web site http://travel.state.gov/passport_services.html, for more info. If you are an U.S international student, please check with your local embassy.

IF YOU LOSE YOUR PASSPORT

It is suggested that you make several copies of your passport. Take one with you, but keep it in a separate place from the original, and leave one with whomever is taking care of your business in the US. Also, leave a copy with the Office of Study Abroad. If your passport is lost or stolen, notify the local authorities and your local consulate abroad immediately.

CHINESE STUDENT VISA (You will need one)

Webster University will apply for your Chinese visa on your behalf. This must be done before you leave for China. The Chinese government requires that non-Chinese citizens obtain a visa in order to reside in China. A visa is official/legal permission to enter a country for a stated purpose and specified period of time and is granted by the government of that country.

APPLYING FOR A VISA

Webster will apply for the visa on your behalf. Please complete the visa application forms included in your acceptance packet, and return them with your passport and 1 passport photo to the Office of Study Abroad via certified mail.

3. Travel Arrangements

TRAVEL ARRANGEMENTS

Travel arrangements are arranged by the Office of Study Abroad through Gwins Travel. You will be notified one month prior to departure of your flight itinerary.

Pudong International Airport

You will arrive at Shanghai's Pudong International airport, 13 miles southwest of Shanghai's city center. www.shairport.com/en (for site in English)

Gwins Travel

Toll Free: 1-800-889-5951

St. Louis Office: (314) 822-0982

AIRLINES FLYING TO SHANGHAI

AMERICAN	www.aa.com
DELTA	www.delta.com
ASIANA AIRLINES	http://flyasiana.com/english/
NORTHWEST/KLM	www.nwa.com
UNITED	www.united.com

PROGRAM DATES

Specific dates to be determined

Semester	Arrival Dates	Program Dates	Departure Dates
Fall 06	Sept. 06	Sept. 11 to Dec. 20	Dec. 20
Spring 07	Jan 10	Jan. 15 to May 25	May 29

DIRECTIONS FOR STUDENT PICK-UP

You will receive detailed instructions for you airport pick-up with your plane ticket one month before departure

ARRIVING EARLY

Unfortunately, Webster cannot accommodate students who wish to arrive early in Shanghai.

4. Program Dates

PROGRAM DATES

FALL 2006

Airport Pick-up	Sept. 6
Mandatory Orientation	Sept. 7
Course dates	Sept. 11 - Dec. 20
Last Day in Residence Halls	Dec. 20

SPRING SEMESTER 2007

Airport Pick-up	Mar. 1
Mandatory Orientation	March. 2
Course dates	Mar. 5 - May 25
Spring Break	May 1 - May 7
Last Day in Residence Halls	May 29

5. Program Costs

2006-07 TUITION, FEES, ESTIMATED LIVING/TRAVEL EXPENSES

There are two major expenses to consider when planning a study abroad experience at Webster University:

- 1) Study Abroad Tuition and Fees
- 2) Travel/Living Expenses

Program Costs for One Semester Abroad (invoiced by Webster)

Comprehensive undergraduate study abroad tuition and fees cover 12-18 credit hours of study at Webster University per semester. Graduate tuition is billed per credit hour. Students must maintain full-time status while abroad. A security deposit is required two weeks after acceptance, which may be partially or fully refunded at the end of the program.

Undergraduate (Fall and Spring)

Tuition and Fees	\$9,120 (12-18 credit hours)
Program Fee	\$500 (per semester)

Undergraduate (Summer)

Tuition and Fees	\$465/ credit hour
Program Fee	\$250

Graduate

Tuition and Fees	\$490/ credit hour (6 credit minimum)
Program Fee	\$500 (per semester) \$250 (summer term)

Tuition and fees also include: roundtrip airfare to/from Shanghai (originating from St. Louis), basic accident and sickness insurance, an International Student Identity Card (ISIC), Lonely Planet guide, Program Handbook, Webster transcript, and pre-departure and on-site orientation materials.

Additional Travel and Living Expenses (arranged/paid individually by student)

These estimates are to be used as a reference, not as firm quotes.

Living expenses are costs incurred individually by the student during ONE SIXTEEN-WEEK SEMESTER of study in Shanghai. Costs outlined below do not include souvenirs or travel outside of the local community.

Housing/Utilities	\$1600 USD (plus utilities)
Roundtrip airfare to Bangkok (BKK)	\$1,000 (estimated)
Meals	\$630 (estimated)
Books	\$183 (estimated)
Local Transportation/Activities	\$183 (estimated)

6. Fees, Financial Aid and Payment Methods

COSTS

The costs of studying abroad with Webster University may include application fee (where applicable), tuition, housing, program fees, program deposit, and course fees (where applicable). Unless otherwise noted, meals, personal living expenses, and travel costs are not included in the program costs. Below is an explanation of the expenses you will incur from Webster University followed by the refund policy.

Application fee

All visiting students are required to submit a non-refundable \$30 application when applying to Webster University. This fee does not apply to current Webster students or students from Affiliate schools.

Study Abroad Tuition and Program fees

Tuition does not cover additional expenses such as private lessons, materials, excursions, etc. Payment is due 2 weeks before classes begin. Students may choose to make payment by utilizing Webster's Monthly Payment Plan (MPP). Please see details below.

Undergraduate Study Abroad Tuition

Fall and spring: undergraduate students participating in Webster University's Study Abroad Programs are charged the St. Louis (home campus) flat-fee semester rate during the regular academic year plus a \$500 program fee for each semester spent abroad. The tuition amount is announced each spring for the following academic year. The study abroad student must be registered as a full-time student (a minimum of twelve credit hours the semester, six for each term) and may register for up to 18 credit hours of study per semester at Webster University.

This rate is not discounted or prorated for students who elect to spend less than a semester abroad or register for less than 18 credit hours in a semester—the student will be invoiced the flat-fee rate regardless of the number of credit hours attempted. Billing on a per-credit-hour basis is not possible for study abroad students enrolled during the regular academic year (fall or spring semesters) despite the limited range of courses available at international campus locations.

Students who study abroad cannot be guaranteed the availability of specific courses.

Summer: Tuition for study abroad during the summer academic term is billed per credit hour based on the St. Louis rates plus a \$250 program fee. Students must be enrolled between 6-9 credit hours (full-time) while studying abroad during the summer.

Study Abroad Program Fee

In addition to tuition, a study abroad program fee is applied to student accounts on the following schedule:

Fall Semester	\$500
Spring Semester	\$500
Full Academic Year (Fall+Spring)	\$1000
Summer	\$250

Program Deposit

All students planning to study abroad with Webster University must submit a \$165 program deposit no later than two weeks after you receive the acceptance letter. At the successful completion of your program, you may receive a full or partial refund of this deposit.

PAYMENT METHODS

Direct Billing

Tuition invoices are sent from the Webster-St. Louis Business Office after course registration has taken place. Invoices are generated periodically once course registration has been received. Webster University students will receive the invoice at their mailing address listed with the University. (Invoices will not be sent if the student is not registered.)

Payments may be made in check, money order or credit card. All charges should be paid in full 2 weeks before classes begin unless deferred payment plans have been made (see below).

Home School Billing for Non-Webster Students

In some cases, your colleges may prefer that Webster invoice them directly rather than sending invoices to their students. Please check with the study abroad advisor on your campus to see whether arrangements are in place or can be made to have your home institution cover all or part of your tuition.

Monthly Payment Plan (MPP)/Deferred Payment

A deferred monthly payment plan is available to those interested. Sign up takes place online at www.webster.edu/registration.html.

FINANCIAL AID

Webster students

All Webster students retain their federal, state and Webster funding while studying abroad through Webster. However, Webster financial aid (grants, scholarships, etc.) will not apply during the summer term. Since the overall cost of studying abroad may be higher than being at the St Louis campus, invest some time in doing a budget to make sure your costs are covered. If you need additional loan funding, you may look into either parent PLUS loans or Alternative Private loans. Feel free to contact the Financial Aid Office or visit our website at www.webster.edu/finaid for links and other useful information.

As a reminder, the student file must be complete by the priority deadline of March 30th for maximum consideration. A complete file is one that all requested documents have been received before the deadline. Keep in mind that about 30% of students will get selected for a process called verification where a completed Federal Tax form is required along with a verification worksheet. Therefore, if you are studying abroad during the spring semester, it is your responsibility to file for the next academic year either while abroad or prior to leaving town. All forms may be downloaded and printed from our website at www.webster.edu/finaid/application.html

Visiting students

Many schools allow state and federal financial aid to transfer while studying abroad. Other schools also allow students to retain their institutional aid as well. Visiting students should consult their study abroad advisor or financial aid office to see what the policy is.

Payment Chart

Webster University-Shanghai Study Abroad Program

Student Status:	Thirty Dollar Application Fee	Program Deposit	Tuition/ Fees	Housing
Webster University Undergraduate	NO	\$165	Billed per Semester through Webster-St. Louis	Billed by Webster-St. Louis
Webster University Graduate	NO	\$165	Billed per credit through Webster-St. Louis	Billed by Webster-St. Louis
Visiting Undergraduate	YES	\$165	Billed per Semester through Webster-St. Louis	Billed by Webster-St. Louis
Visiting Graduate	YES	\$165	Billed per credit through Webster-St. Louis or Home Institution	Billed by Webster-St. Louis
Affiliate Institution Student	NO	\$165	Pays to Home Institution	Billed by Webster-St. Louis

7. Housing in Shanghai

HOUSING FACILITIES

Students are housed in an apartment complex in the Hangkew section of Shanghai, just ten minutes by taxi from the famous Shanghai Bund and ten to fifteen minutes by public transportation from Shanghai International Studies University. Apartments feature private bedrooms, a full-service kitchen, full bath, furniture, cable television, and computer with internet access. The complex has an indoor swimming pool and world-class workout center. A free shuttle bus operates throughout the day between the heart of downtown Shanghai and the complex.

You will be notified of your housing assignment upon arrival. If you have requested a roommate, you will be placed with that person. If you wish to make a change, you may request that also upon arrival. On-site resident assistants are available to address any housing concerns a student may have during the program.

Webster University will not secure housing for dependents, family members or friends of study abroad student participants who are not students of Webster University accepted into the Study Abroad Programs. In some cases, students are able to arrange housing on their own with family or friends. While we discourage independent housing arrangements, there is no penalty for such arrangements.

Per University policy, co-ed housing assignments will not be made.

Meal Plans

While there is no meal plan at Webster University-China, there are many options available in Shanghai. There are also numerous inexpensive cafés and restaurants, and many markets in Shanghai. Kitchens are also provided in the living accommodations.

8. Keeping in Touch Back Home

SENDING MAIL AND SHIPPING PACKAGES

In the first weeks of your stay in Shanghai, it is advisable that you plan to receive your mail through the Webster campus at Webster Shanghai. After you settle into your housing, you can have your mail sent there.

(Your name--study abroad student)
Webster University China
369 North Zhong Sham 1 Rd.
Shanghai, 200083
China

SHIPPING YOUR BELONGINGS IN ADVANCE

If you plan to ship belongings in advance (which we do not recommend), have them sent to the Webster campus. Do not ship directly to student housing. All packages should be clearly marked with your name and your expected arrival date.

PHONING HOME

As soon as you arrive in Shanghai and settle into your housing, please call home! Let your family and friends know that you are okay. You will be able to call home from your residence and the University. You will learn about calling options during orientation week.

Many students purchase cell phones while studying abroad. Often they are very affordable and convenient for your travels in Shanghai. We recommend that you purchase a second hand or used cellphone (or mobile as they are known in China). There will be many shops selling new and used phones in Shanghai.

EMAIL ACCESS

You will have access to email and the internet on campus, in your housing, and at internet cafes in Shanghai. Considering the time differences, this is the easiest, most affordable method of keeping touch with home.

9. Managing your Money While Abroad

The cost of living in China is significantly less than in the United States. The exchange rate is \$1 to 8 Yuan Renminbi (approx.). Visit www.xe.com for current exchange rates.

ACCESS TO YOUR FUNDS WHILE ABROAD

We advise that you have three ways to access funds while abroad: credit card; ATM/debit card; Cash-in-hand before you leave.

CREDIT CARDS

Your credit card will allow you to withdraw money at ATMs or make major purchases in larger stores in Shanghai. Visa and MasterCard are recommended.

ATMs ABROAD

ATMs are abundant in China. Make sure your ATM card is also a checking card and bears a Visa or MasterCard logo. You will be able to withdraw money from your bank account and to use the card in businesses that accept Visa or MasterCard.

CASH UPON ARRIVAL

When you arrive in Pudong International Airport, you will be able to exchange your currency into local Chinese Renminbi. We recommend exchanging \$100 at first.

POWER OF ATTORNEY

This is an optional step; the OSA cannot advise students on setting up Power of Attorney. Assigning power of attorney is a legal process through which you may assign another person the power to act on your behalf in specific situations. Many students who are studying abroad select a person to receive Power of Attorney to take care of their affairs while they are out of the country.

Do I need a Power of Attorney while I am studying abroad?

Some instances when a Power of Attorney may be necessary are:

- i. to complete financial aid paperwork
- ii. to handle issues related to deposit of financial aid checks
- iii. to process banking transactions
- iv. to process insurance transactions

What are the steps to assigning a Power of Attorney?

Assigning a Power of Attorney is a legal process that involves the drafting of a document, which assigns another person the power to act as your legal representative in specific situations. There are two ways to go about assigning Power of Attorney.

The first is to set up an appointment with an attorney to draft a Power of Attorney document. This will usually involve a fee, which covers advice on the implications of assigning Power of Attorney, the drafting of a Power of Attorney document, and the notarizing of that document.

The second approach does not require a lawyer's assistance and involves purchasing a generic Power of Attorney form from an office supply store, filling it out yourself, and then having your signature(s) notarized.

Since assigning Power of Attorney is a legal process with serious implications, the Office of Study Abroad (OSA) strongly recommends that you seek legal advice before drafting a Power of Attorney document.

INCOME TAXES

If you will be abroad at the time your State and Federal Income Tax forms are due (spring semester), make arrangements with your Power of Attorney to submit the proper forms or arrange for an extension on your behalf. Contact the IRS directly to discuss your situation and request an extension.

FINANCIAL AID

It is imperative that you complete the Power of Attorney process if you receive any student loans. This process will allow you to designate someone here in the U.S. who can endorse your loan checks in your absence.

10. What to Pack

PACKING

The most important thing about packing is to know what not to bring: **DO NOT BRING ANYTHING THAT YOU CAN LIVE WITHOUT.** Please leave items of great sentimental and/or financial value at home.

You will carry your own luggage for the majority of your travels, so it is important that you **DO NOT BRING MORE THAN YOU CAN CARRY.** How much is too much? Pack your entire luggage and tote it around your block a couple of times. If this is more than you can handle, unpack anything that is unnecessary

Clothes

Pack lightweight, comfortable clothes. Even for a semester in China, you will not need very much. You'll be in a seasonal climate, so there will be need for a sweater and jacket.

Appliances

If you plan to bring electrical appliances (curling irons, tape players) that operate on the standard 110-voltage current of the U.S., you must also bring along a converter (Chinese current is 220 volts). Plug adapters are also necessary, as your U.S. plugs will not fit into local wall sockets.

Toiletries

Most all of your toiletries are available in Shanghai, such as sunscreen, hygiene products, etc. Bring enough for a week or two, until you discover the shops and can purchase more. If you are particularly fond of a product, bring your own.

Electricity/Voltage

The electric current used throughout China is 220 Volts, alternating current (AC), 50 cycles. Prongs for outlets differ from those in the U.S. However, 110 volt electrical equipment can be operated with the use of a transformer. Either take a converter with you or purchase one in Shanghai.

STUDY ABROAD PACKING LIST

Face it. No matter how well you think you've packed, you're still going to pack too much. Here is packing list to help you with the essentials. Remember to use this list as a suggestion.

MUST HAVE

- | | |
|--|---|
| <input type="checkbox"/> Airline tickets | <input type="checkbox"/> Student ID or Driver's License |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Copies of Documents |
| <input type="checkbox"/> Traveler's checks | <input type="checkbox"/> Money Belt |
| <input type="checkbox"/> Health Insurance Card | <input type="checkbox"/> Flight information |
| <input type="checkbox"/> Student Handbook | <input type="checkbox"/> Emergency Contact Info |
| <input type="checkbox"/> Local Currency (Small Amount) | <input type="checkbox"/> International Student Identity Card (ISIC) |

CLOTHING

- | | |
|--|--|
| <input type="checkbox"/> Walking shoes | <input type="checkbox"/> Pajamas |
| <input type="checkbox"/> Flip Flops/Shower shoes | <input type="checkbox"/> Warm jacket (except Thailand students) |
| <input type="checkbox"/> Mittens/Gloves | <input type="checkbox"/> Light jacket |
| <input type="checkbox"/> One dressy ensemble | <input type="checkbox"/> Normal clothing that you would wear around campus |
| <input type="checkbox"/> Underwear | |

OTHER ESSENTIALS

- | | |
|---|--|
| <input type="checkbox"/> Travel Alarm Clock | <input type="checkbox"/> Pictures of family and friends |
| <input type="checkbox"/> Camera/Film | <input type="checkbox"/> Toothbrush/toothpaste |
| <input type="checkbox"/> Adapter plugs/Converter | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Comb/Brush | <input type="checkbox"/> Bathing Soap |
| <input type="checkbox"/> Towels/Wash cloth | <input type="checkbox"/> Gifts (if staying with a family) |
| <input type="checkbox"/> Medication | <input type="checkbox"/> Small first aid kit |
| <input type="checkbox"/> Luggage Locks | <input type="checkbox"/> Tampons/Pads |
| <input type="checkbox"/> One roll of toilet paper | <input type="checkbox"/> Pocket dictionary or phrase book |
| <input type="checkbox"/> Extra contact lenses | <input type="checkbox"/> Contact lens solution (enough to last the term) |
| <input type="checkbox"/> Flat bed sheet | <input type="checkbox"/> Walkman/iPod |
| <input type="checkbox"/> Sewing Kit | <input type="checkbox"/> Favorite CD's |
| <input type="checkbox"/> Pillowcase | <input type="checkbox"/> Prescription medicine (enough to last the term) |

LEAVE IT AT HOME

- Expensive jewelry
- Formal Clothing
- High Heeled Shoes
- Large Electronics
- Notebook paper/Filler paper
- Copies of credit cards and important documents

11. Orientation

PRE-DEPARTURE ORIENTATION

WEBSTER STUDENTS

All Webster University students are required to attend a pre-departure orientation session before being allowed to participate in any study abroad program. Orientation leaders will discuss practical issues of study abroad, cross-cultural issues; participants will have an opportunity to meet other study abroad students. Dates will be announced with acceptance packets.

VISITING STUDENTS

All visiting students are invited to attend Webster's pre-departure sessions when possible. Additionally, students will receive an orientation packet prior to the program start date. Please review the information carefully, as it will introduce students to important cultural and educational issues and provide information on course registration, housing, and travel information. Visiting students are also encouraged to attend the pre-departure orientation session offered by the home institution.

ON-SITE ORIENTATION FOR ALL

Your program at Webster University-China begins with an orientation program before classes begin. The program is designed to help students acclimate to their new surroundings and introduce you to Webster faculty and staff as well as policies and procedures. You are expected to arrive in Shanghai in time for the orientation and should arrange travel around the recommended arrival dates provided by the Webster University Office of Study Abroad (OSA) in St. Louis.

12. Health and Safety Abroad

Webster University is committed to the safety and security of its students. During on-site orientation Webster University students are issued student identification cards, which are required to gain access to campus facilities. Student residence facilities are staffed with Webster residential assistants. All students have 24-hour local contact information in case of an emergency, and Webster has developed emergency response procedures in the event of an emergency.

All Webster University locations remain in constant contact with the local U.S. embassies to remain updated on the latest local and international advisories. Webster University also follows closely the US State Department travel advisories.

REGISTRATION WITH THE U.S. EMBASSIES

Webster University strongly encourages students to register with the local U.S. Embassy while abroad. During a crisis, the State Department will try to locate an American overseas if needed. Students may register at <https://travelregistration.state.gov/ibrs/>

EMERGENCIES WHILE ABROAD

In the event of political, social, or natural emergency, the Office of Study Abroad (OSA) will be in close contact with the on-site staff. The on-site staff will in turn seek advice from the local authorities and the US Consulate or Embassy nearest the program location. Be sure to remain in contact with the on-site staff in an emergency situation.

SAFETY PRECAUTIONS

When traveling overseas, there are a number of precautions that you should follow in order to travel safely. You should also consult the US State Department Travel advisories for the country where you will be studying or traveling. Travel advisories are available for reference at www.travel.state.gov/travel_warnings.html.

NAFSA Health and Safety Guidelines

Because the health and safety of study abroad participants are the primary concern for all study abroad providers, the following guidelines have been developed by NAFSA: Association of International Educators, to provide useful practical guidance to participants. Although no set of guidelines can guarantee the health and safety needs of each individual involved in a study abroad program, these guidelines address issues that merit attention and thoughtful judgment. View them at www.secuss.nafsa.org/safetyabroad.

MEDICATION AND PRESCRIPTIONS

You should bring enough of any prescription medication and vitamins that you are currently taking to last throughout your overseas stay. For each prescription, you should carry a letter from your physician stating that you are required to take the medication under medical supervision or a photocopy of the written prescription. If medication is a controlled substance, you may need to notify officials at the US embassy in the host country as well as the consulate officials of your host country. All medication should be stored in their original containers with the identification label attached and clearly visible. Carry enough to last a week or two with you in your carry-on luggage in case your checked luggage is delayed or lost. We also suggest that you learn the generic name of your medication in case you need to purchase more in your host country. If you have allergies—especially to dust, mold or pollens—plan ahead to take any medication you might need.

ILLNESS ABROAD

Getting sick when you are away from home can be, but does not have to be the most unpleasant aspect of your study abroad experience. In some cases, your body may be simply adjusting to a new climate or new cuisine. There are ways to help avoid getting sick when you are overseas. Eat and drink lightly for several days after arrival until your system has had a chance to adjust to changes in climate and food. Adjusting to a new diet often causes mild intestinal upsets or diarrhea.

Receiving a flu shot can help you avoid the flu and other illnesses. Simple steps, such as washing your hands frequently and drinking water often, can also ensure that you will avoid sickness abroad.

You should also check on other health issues and ask your doctor about preventative medication for the common illnesses that can result. Be careful treating yourself. If you are very ill, see a doctor. You should understand the health conditions in your host country before you leave, and obtain information about appropriate precautionary measures.

13. Study Abroad Health Insurance

While abroad, Webster University provides you with basic accident and sickness insurance at no additional cost. The basic policy covers you throughout the world and is arranged through HTH Worldwide (www.hthstudents.com). A detailed information packet, along with your ID card will be given to you at pre-departure orientation. **DO NOT LOSE THIS PACKET.** Please refer to this packet for complete details on the HTH insurance. Students should not cancel their existing policies in lieu of this coverage. Visit www.hthstudents.com for more information.

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

In addition to HTH coverage and at no additional charge, we provide each of our program participants with an International Student Identity Card (ISIC). All ISIC holders are automatically covered by an accident insurance policy anywhere they travel outside the continental United States. Students can double the insurance offered through the ISIC policy and enroll for baggage/personal effects and/or trip cancellation and sickness/accident coverage by purchasing Trip-Safe Coverage for an additional charge. Please contact ISIC at www.myisic.com for more information.

IMMUNIZATIONS AND VACCINATIONS

Webster University does not require any immunizations or vaccinations in order to participate in a Study Abroad Program at Webster China. Students should consult their physicians and the Centers for Disease Control and Prevention for the most current advisories. Visit www.cdc.gov for more information.

That said, it is a good idea make sure you are up-to-date on Tetanus and Hepatitis A and B vaccines. This is practical advice that is generally recommended in and outside the United States.

The Office of Study Abroad defers to the advice of your regular physician on assessing your individual health needs while overseas. Any action you take concerning your health is solely your responsibility.

14. Credits and Grading

CREDIT TRANSFER

All credits earned overseas are Webster University credits. In most cases, students are able to transfer credits from Webster back to their home institution. Contact your study abroad advisor or registrar to find out how it is done at your school.

TRANSCRIPTS

All grades and credits earned on a Webster University Study Abroad Program will be reported on an official academic transcript from Webster. Visiting students must request transcripts to be sent to their home institution (usually the registrar's office) by completing the Transcript Request form and returning it to the Webster University Office of Study Abroad (OSA) with the application to study abroad.

GRADING

The grading system is based on the A-F letter scale and 4.0 grade point system used at the home campus in St. Louis.

15. Changes to Your Program

CHANGES OR PROBLEMS WITH YOUR STUDY PLANS

Should you experience any academic problems while studying at one of our extended campuses, please contact your overseas academic advisor immediately. If you find it necessary to withdraw from your studies, you must contact the Office of Study Abroad (OSA) in St. Louis before withdrawing from your classes. Your academic advisor will be responsible for notifying the Office of Study Abroad (OSA) in St. Louis once you have made your withdrawal decision known.

Should you decide to continue studying abroad after the period originally intended, you must inform the Office of Study Abroad (OSA) as soon as possible. Keep in mind that late notification of your wish to extend your stay may make it difficult or impossible for Webster University to secure housing on your behalf.

WITHDRAWING FROM THE PROGRAM

If you find it necessary to withdraw from your studies, you must contact the Office of Study Abroad (OSA) in St. Louis before withdrawing from your classes. Your academic advisor will be responsible for notifying the Office of Study Abroad (OSA) in St. Louis once you have made your withdrawal decision known.

Should you decide to continue studying abroad after the period originally intended, you must inform the Office of Study Abroad (OSA) as soon as possible. Keep in mind that late notification of your wish to extend your stay may make it difficult or impossible for Webster University to secure housing on your behalf.

Students who withdraw from the program at any time forfeit the \$165 program deposit. Additionally, you may incur cancellation fees for unused accommodations reserved on your behalf by Webster University.

16. Chinese Holidays

Below is a list of legal holidays observed throughout China. On these days, government offices and private business are generally closed. Make sure to plan ahead.

January 1, New Year's Day
March 8, International Women's Day
April 1, Tree-Planting Day
May 1, International Labor Day
May 4, Youth Day
June 1, Children's Day
July 1, The CCP's Birthday
August 1, Army's Day
September 1, Teacher's Day
October 1, National Day

17. Important Addresses

Office of Study Abroad (OSA)

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-6988/(800) 984-6857
Fax: (314) 968-7076
worldview@webster.edu
www.webster.edu/intl/sa

Office of the Registrar

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-7112/(800) 987-3447
Fax: 314-968-7112

Business Office

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-7110/
(800) 981-9803
Fax: 314-968-6105

Financial Aid Office

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-6994/
(800) 983-4623
Fax: 314-968-7125

Webster University China

Shanghai International Studies
369 North Zhong Shan 1 Rd., Shanghai, 200083,
China
Tel: (86-21) 6210-6843
www.websterchina.com

American Citizen Services (ACS)

2 Xiu Shui Dong Jie, China (northeast of Jian Guo
Men Wai Friendship store)
<http://usembassy-china.org.cn/us.citizens/index.html>

Embassy of Beijing

US Embassy of Beijing, China
Ambassador Clark T. Randt Jr.
Xiu Shui Jie 3, 100600
Phone: (86-10) 6532-3831
<http://beijing.usembassy.gov>

Consulate General in Shanghai

1469 Huai Zhong Lu, Shanghai, P.R.C. 200031
Tel: (86-21) 6433-6880
Fax: (86-21) 6433-4122
www.usembassy_china.org.cn/shanghai/

If calling China from the United States, dial: 011 and then the given number. 86 is the country code to China.

18. Important Forms

As a way to confirm your decision to study abroad through Webster University, you will need to fill out the following forms listed on the next few pages. Please carefully cut out the forms from the handbook and submit them to the Office of Study Abroad in the following order:

One week after receipt of the handbook:

- Letter of Intent
- Study Abroad Authorization Form (Webster Students only)

One month prior to departure:

- Arrival Information Form
- Health Information Form



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Webster University Letter of Intent

**This is to notify Webster University of your intent to enroll in the Study Abroad Program:
(Mark all sessions and campuses you plan to attend.)**

Term(s)	Campus(es)	Need Housing?		Program Fee
		Yes	No	
<input type="checkbox"/> Summer 2006	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00/semester
<input type="checkbox"/> Fall I 2006	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00/semester
<input type="checkbox"/> Fall II 2006	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00/semester
<input type="checkbox"/> Spring I 2007	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00/semester
<input type="checkbox"/> Spring II 2007	_____	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00/semester

As indicated above, **I will require housing.** Please secure housing for me as indicated on my housing form for the term(s) and campus(es) I have indicated above. *I understand that if I withdraw from housing after submitting this form, I may be responsible for costs related to my vacancy.*

As indicated above, **I will not require housing assistance.** I will arrange for my own housing. (If you already know your address and telephone number abroad, please provide it below. If not, please inform the Office of Study Abroad as soon as you secure your housing.)

Address: _____

City: _____ Postal Code: _____ Country: _____

Telephone: _____

**Student Statement
(please read carefully and sign):**

I have enclosed a non-refundable \$165 security deposit with this form. I am aware that if I withdraw from the program after confirming intent to enroll with the security deposit, I will forfeit it and I will be responsible for any non-refundable deposits or fees paid on my behalf by Webster University.

Signature

Please Print Name

Date

**To guarantee enrollment and accommodations in Webster University's Study Abroad Programs,
please return this Letter on Intent with your \$165 deposit to:**

**Webster University Office of Study Abroad (OSA)
470 E. Lockwood Ave., St. Louis, MO 63119**



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Webster students applying to study abroad should read this form thoroughly before acquiring the appropriate signatures. This form must be submitted to the OSA, WEBH 116.

Webster University Study Abroad Authorization Form

STUDENT NAME _____ Webster I.D. Number _____

Term: _____ Year: _____ Campus: _____

ACADEMIC ADVISOR

THE ABOVE NAMED STUDENT (check all that apply):

- Is in good academic standing. (2.0 Current & Cumulative GPA)
- Is not on academic probation
- Both parties are aware that Academic advising is the responsibility of the assigned academic advisor. (Registration is submitted to the Office of Study Abroad)
- If the student is a Freshman, student is making adequate progress in current coursework

ACADEMIC ADVISOR

DATE

STUDENT AFFAIRS (UNIVERSITY CENTER)

The above named student is not on social probation.

DEAN OF STUDENTS

DATE

BUSINESS OFFICE (WEBH 1st Floor)

THE STUDENT NAMED ABOVE
(check all that apply):

- Is current in his/her account with Webster University
- Has been informed how and when financial aid will be applied and the requirements for these funds.

BUSINESS OFFICER

DATE

INTERNATIONAL RECRUITMENT & SERVICES (INTERNATIONAL STUDENTS ONLY)

THE ABOVE NAMED STUDENT UNDERSTANDS:

- The necessary steps in obtaining a student visa upon returning to the United States.
- That he/she must complete the "Site Transfer" paperwork prior to returning to the St. Louis campus.
- In the case where the student has been awarded an international scholarship, the student is aware of the obligation and/or limitations of the award.

DIRECTOR, INT'L STUDENT SERVICES DATE

FINANCIAL AID OFFICE (WEBH 1st Floor)

The above named student has/has not applied for financial aid from Webster University. If he/she has applied, his/her file is/is not complete.

THE STUDENT NAMED ABOVE HAS BEEN
INFORMED

(please check all that apply):

- How the financial aid package has been awarded to accommodate study abroad.
- What requirements must be met (i.e. credit load) to guarantee that these funds will be available.
- The costs of studying abroad.

FINANCIAL AID OFFICER

DATE

STUDENT

It is my responsibility to understand the billing procedures, financial aid regulations, scholarship rules, academic requirements for my major, student conduct code and the registration process for my study abroad experience. I know that I must be in good academic and social standing at the time of travel to the international campus and that Webster University may rescind my approval to study abroad should I fail to meet University standards and that I would be responsible for any non-refundable deposits of fees paid on my behalf by Webster University.

STUDENT SIGNATURE

DATE



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Webster University Arrival Information

Please complete and return this form to:

**Office of Study Abroad
Webster University
470 East Lockwood Ave.
St. Louis, MO 63119 USA
Telephone: 314-968-6988 or 1-800-984-6857
Fax: 314-968-7076
E-mail: worldview@webster.edu**

Name of student: _____

Telephone number: _____

Fax number: _____

E-mail: _____

The above information must be accurate, as you must be able to be reached prior to departure.

CAMPUS: Vienna Leiden London Geneva Thailand Shanghai:

I plan to travel to Webster University by:

Airline Automobile Bus Train

Provide all details of your travel arrangements below

Include a copy of your itinerary with this sheet

DATE	CARRIER/FLT#	DEPARTURE CITY	ARRIVAL CITY & TIME
------	--------------	----------------	---------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you need Webster to meet you at the airport or train station? Yes No
(This service is not available at the London campus)

If yes, a Webster University representative will meet you, provided you complete and return this form to us three weeks prior to departure (excluding London). You must notify us if changes are made to your itinerary. Unscheduled arrivals should plan to arrive to campus on your own. Please contact us if you have any questions.

Please place a copy of the campus address and phone number with you in your carry-on bag. Thank you!

Contact information for international campuses:

Geneva: Angela Murphy (murphy@webster.ch)

London: David Parrish (parrishd@regents.ac.uk)

Vienna: Jutta Pedigo (pedigo@webster.ac.at)

Thailand: So young McCollaum (macollas@webster.ac.th)

Leiden: Christine Benninger (benninger@webster.nl)

Shanghai: Hin Nam Sai Suay 011-66-32-520631



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Webster University Study Abroad Health Information Form

Please Print

Date _____

Section 1: Student Information

Student Name: Last _____ First _____ MI _____

Gender (M/F) _____ Date of Birth (mm/dd/yy) _____ / _____ / _____

Permanent Address: _____

SS # _____ Student ID# _____ Passport # _____

Emergency Contact Information (two people):

Name _____ Relationship _____

Home Phone _____ Cell Phone _____ Email _____

Name _____ Relationship _____

Home Phone _____ Cell Phone _____ Email _____

Section 2: Authorization of Treatment and Release

In the event of an emergency, I authorize Webster University to make arrangements as reasonably necessary for the welfare of the student.

I UNDERSTAND THAT THE COST OF MEDICAL ATTENTION AND AMBULANCE ARE NOT THE RESPONSIBILITY OF WEBSTER UNIVERSITY, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, TEACHERS AND/VOLUNTEERS.

The authorization of treatment and release will expire one year from the date below.

Signature of the Individual financially responsible for the above named student.

x _____ Relationship _____ Date _____

Section 3: Physical Examination - To be Completed by Health Care Provider (MD or DO Only)

Must be Completed within 2 months of departure and expires one year after date below.

Student Last Name _____

Provider Office Stamp or Complete Below

Student First Name _____

Name _____

SS# _____

Address _____

Male _____ Female _____

Phone _____

The above named student will be participating in a study abroad program. The Student will participate in activities in the above named countries for the stated period of time.

I certify that I have evaluated _____, on _____ and found him/her to be physically able to attend college in _____ from _____ to _____.

Provider Signature _____ MD or DO Date _____

Webster University Study Abroad Health Information Form

Student's First Name _____ Student's Last Name _____
SS# _____ Birthdate _____

Student should initial 1 - 8.

1) I hereby authorize Webster University Office of Study Abroad to obtain personal medical data about me for the purpose of determining whether I am eligible to study abroad. Initials _____

2) I understand that the examining physician will be solely responsible for determining my health and the ability to study abroad with Webster University. Webster University will allow only those individual with a physician's statement of approval below to participate in the program. No other forms, letters or communication will be accepted. Initials _____

3) I understand this information will be maintained on file at the Housing Director Office at the appropriate campus. The Webster University Study Abroad Program will not permit any other party access to the information without the express written consent of myself or other legally responsible party. Initials _____

4) A copy of this information will be maintained on file in the St. Louis Office of Study Abroad for 3 years from my final departure from the Study Abroad Program. After which, it will be destroyed. The information at the study abroad site will be destroyed one year after final departure from the campus. Initials _____

5) I understand the medical or mental health services and/or facilities on the campuses may be limited. Therefore, I am responsible for my medical and mental health needs. Initials _____

6) I understand if I need academic accommodations, it will be my responsibility to make request at least 4 weeks prior to departure. Requests should be made to the Academic Resource Center (314) 968-7495. Initials _____

7) I will study abroad in the following countries: _____
During the following period: _____ Initials _____

8) List any conditions that may require special arrangements in the classroom, residence halls, and/or food service. (i.e., Asthma, Allergies, Learning Disabilities, etc.)

_____ Initials _____

Webster University encourages students with special medical needs to do the following:

1. Locate a provider near the campus where you will be studying.
2. The insurance website (www.hthstudents.com) has a list of providers. You can use any provider in the world. The website is just a guide. However, if you select a doctor not approved by the insurance company, you will be asked to pay in advance. The insurance company will require an itemized bill for reimbursement
3. Depending on the severity of your medical needs, you may choose to contact the provider upon arrival. NOTE: The insurance will only cover accidents and illness and not a visit to the doctor.
4. Always keep a copy of your medical history and any medication you taking with you at all times.

Webster University Study Abroad Health Information Form

Medical Information

The information you provide below WILL NOT preclude you in any way from Studying Abroad. The information may be helpful in the event you become injured or ill. All information will be kept confidential in accordance with HIPAA (Health Insurance Portability Accountability Act of 1996.) Visit www.hhs.gov/ocr/hipaa/ for more information.

Please list all medications you currently take that are prescribed by a physician. If you need additional space, you may attach a separate piece or paper.

Medication	Dosage	How often	Doctor	Doctor's Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Family Medical History

List any major medical conditions your family members have been diagnosed with.

Relationship	Condition	Relationship	Condition
_____	_____	_____	_____
_____	_____	_____	_____

Has any immediate family member died due to heart related issues prior to their 50th birthday? Yes No
 If yes, at what age? _____

ADVANCED DIRECTIVES

An advanced directive tells a doctor what kind of care you would like to if you become unable to make a medical decision (if you are in a coma, for example). Even though the country you are visiting may not honor advanced directives, it may help our medical staff and insurance company facilitate your care.

Every state has a different set of guidelines for completing advanced directives. Visit www.uslivingwillregistry.com for more information about your state's requirements

Do you have advanced directives? Yes No
 If yes, in which state were they completed? _____

Will you provide a copy of your advanced directives to Webster University? Yes No

Durable Power of Attorney for Health Care as listed in your advanced directives:

Name _____
 Address _____
 Telephone _____

Please list only one person to act on your behalf in the event of your death. This person will be asked to decide where your remains will be sent and may receive a death benefit payment from the insurance company.

Next of Kin _____
 Address _____
 Telephone _____

I have completed the above information and it is accurate to my knowledge

Student signature _____

Purpose: This form is used to confirm the direction of an individual that Webster University can use or disclose protected health information in order to facilitate care while abroad.

Webster University Study Abroad Health Information Form

SECTION A: Psychotherapy Notes

Check if this authorization is for psychotherapy notes

If this authorization is for psychotherapy notes, you must not use it as an authorization for any other type of protected health information. A separate authorization will need to be submitted for the use or disclosure of other types of protected health information

Section B: The Student (or the Student's Personal Representative) confirming the authorization

I authorize the use and/or disclosure of my protected health information as described in Section C below. I understand the authorization is voluntary and made to confirm my direction.

I understand that, if the persons or organizations I authorize below to receive and/or use the protected health information described below are not health plans, covered health care providers or health care clearinghouses subject to federal health information privacy laws, they may further disclose the protected health information and it may no longer be protected by federal health information privacy laws.

Address _____
Telephone: _____ E-mail: _____
Insurance No: _____ Social Security Number: _____

Section C: The use and/or disclosure being authorized

Protected Health Information to be used and/or Disclosed: Specifically and meaningfully describe the protected health information you are authorizing be used and/or disclosed (if this authorization is for psychotherapy notes, no other type of protected health information may be listed on this authorization): List all information related to injury/illness/hospitalization while studying with Webster University abroad.

Entities Authorized to Receive and Use: Name or specifically describe the persons and/or organizations (or classes of persons and/or organizations) to whom you authorizing our Company to disclose and/or let use the protected health information above:

Webster University Study Abroad Health Services _____
Dr. Greg Baker (W.U. consultant) _____
HTH Representatives, Carol Foley or designated _____

Section D: Expiration and Revocation

Expiration: This authorization will expire on ___/___/___ (mm/dd/yy)

Right to revoke: I understand that I may revoke this authorization at any time by giving written notice of my revocation to the Contact Office listed below. I understand that revocation of this authorization will not affect any action you took on reliance on this authorization before you received my written notice of revocation.

Contact Office: Webster University Office of Study Abroad
Telephone: 1-314-968-6988
Address: 470 E. Lockwood Ave. St. Louis, MO 63319-3194

Signature of Student

I, _____, have had the full opportunity to read and consider the contents of this authorization, and I confirm that the contents are consistent with the direction to the company. I understand that by signing this form, I am confirming my authorization that the Company may use and/or disclose to the persons and/or organizations named in this form the protected health information described in this form.

Signature: _____ Date: _____

THIS AUTHORIZATION FORM WILL NOT BE ACCEPTED AND IS NOT VALID UNLESS EACH SECTION IS COMPLETE