



Webster  
UNIVERSITY



Leiden,  
the Netherlands

2011-2012



## IMPORTANT ADDRESSES

Here are some places you should keep in mind while you're abroad.

### Office of Study Abroad (OSA)

Webster University  
470 East Lockwood Ave.  
St. Louis, MO 63119  
Phone: (314) 968-6988/  
(800) 984-6857  
Fax: (314) 963-6019  
worldview@webster.edu  
www.webster.edu/intl/sa

### Office of the Registrar

Webster University  
470 East Lockwood Ave.  
St. Louis, MO 63119  
Phone: (314) 968-7450/  
(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 Leiden, The Netherlands

**Webster University**  
Boommarkt 1  
2311 EA Leiden  
The Netherlands  
Phone: 011-31-71-5-16-8000  
Fax: 011-31-71-5-16-8001  
Web site: <http://www.webster.nl>

### United States Embassy The Hague, The Netherlands

Lange Voorhout 102  
2514 EJ The Hague  
The Netherlands  
Phone: 070-310-9209  
Fax: 070-361-4688  
Website:  
[www.usembassy.nl/embassy.htm](http://www.usembassy.nl/embassy.htm)

### U.S. Consulate General, Amsterdam, The Netherlands

Museumplein 19  
1071 DJ Amsterdam  
The Netherlands  
Phone: 020-575 5309  
Fax: 020-575 5310

If calling from the United States dial:  
011-31 and then the given number (minus the first 'zero')



## CONGRATULATIONS!

### WELCOME TO WEBSTER'S INTERNATIONAL NETWORK OF CAMPUSES



The information in this guide is intended for students who have been accepted to study abroad at Webster Leiden.

The Office of Study Abroad (OSA) at Webster University congratulates you on your acceptance into our Study Abroad Programs. 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.

Happy Travels!

**The information in the handbook is subject to change without advanced notice. For more information about these policies and procedures, please contact:**

**Office of Study Abroad (OSA)**  
Webster University  
470 East Lockwood Ave.  
St. Louis, MO 63119  
Phone: (314) 968-6988 or (800) 984-6857





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## 1 STUDY ABROAD CHECKLIST

- Return the following documents to the Office of Study Abroad:**
  1. Letter of Intent (due one week after receipt of acceptance letter)
  2. \$165 security deposit (due one week after receipt of acceptance letter (make checks payable to Webster University))
  3. Health Form
  4. 3 passport-sized photos (due one week after receipt of acceptance letter)
  5. Study Abroad Authorization Form (due one week after receipt acceptance letter-**WEBSTER STUDENTS ONLY**)
  6. Arrival Form
  7. Request for Transcript (**VISITING STUDENTS ONLY**)
- Register for classes with the OSA:** Once course schedules are available, one will be sent to your e-mail address along with registration form. Complete the form and return it to the Office of Study Abroad. (Webster students note: do not register online.)
- Tuition Payment:** Familiarize yourself with the Webster University tuition payment policy.
- Confirm 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?
- Correct Contact information:**

Do we have your correct mailing address? Correct Emergency Contact info? Have your study plans or address changed? Please let us know.
- 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. Please submit a copy of your passport to the Office of Study Abroad (OSA).
- Visa:** Do you need a visa? Student visas are required for certain study abroad destinations. Applications should be made in advance of departure.
- Family and 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.
- Logistics:** Make sure you take care of any logistical arrangements before you depart.
  - Income Tax
  - Power of Attorney
  - Car Insurance, etc





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## 2 PASSPORTS AND VISAS

### 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 generally valid for ten years.

Apply for your passport as soon as possible, if you have not already done so. Your passport must be valid for the full duration of your stay abroad. If it is due to expire within this period, you should renew your passport. Many foreign consulates will not issue a visa if your passport is due to expire within six months of your application. It may take six to eight weeks to process a passport.

Passport applications can be obtained at U.S government and postal offices. Refer to the U.S. State Department's website at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html), for more information.

### LOST PASSPORTS

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 the other with whoever is taking care of your business in the US.

You should also submit a copy of your passport to the Office of Study Abroad (OSA) prior to departure. If your passport is lost or stolen, notify the local authorities and the American consulate immediately. After an identification investigation, the consulate will usually issue you a three-month temporary passport.

Never pack your passport in your luggage. When traveling from country to country, keep your passport with you at all times, preferably in a money belt or attached under your clothes. Once you have arrived at the abroad campus, you will want to locate a safe place to keep your passport. If you plan to travel over a long weekend or semester break, remember bring your passport with you.





## APPLYING FOR A RESIDENCE PERMIT

Students studying abroad for a semester or longer will need to apply for a Residence Permit. The cost of this permit is approximately 433 Euros. The cost of this residence permit will be billed to the students' accounts at Webster-Leiden, and must be paid to Webster-Leiden before departing Leiden at the end of the semester. **This is a mandatory process for all students studying a semester or longer in Leiden. It is the students' responsibility to ensure the permit has been obtained while in Leiden.**

If you intend to visit the Netherlands or Schengen area for a period longer than 90 days, a Schengen visa cannot be used. Instead, you need to apply for a (provisional) **Residence Permit** at the Embassy or Consulate of the country which is your main destination.

If your main destination is the Netherlands, it depends on your nationality where you should apply for the Residence Permit. Nationals from one of the countries listed below should arrange a **residence permit (so called 'VTV')** within the first three days of arrival in the Netherlands at the local Alien Police office:

Australia	Luxemburg
Austria	Monaco
Belgium	New Zealand
Canada	Northern Ireland
Denmark	Norway
Finland	Portugal
France	Spain
Germany	Sweden
Greece	Switzerland
Iceland	United Kingdom
Ireland	USA
Italy	
Japan	





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Please visit the website of the Dutch Immigration and Naturalization Service ([www.ind.nl](http://www.ind.nl)) to check which documents are required at the time of application and to download specific brochures.

This information is subject to change, it is the student's responsibility to verify.

### **Important:**

In general the Embassy and Consulates of the Netherlands throughout the US do not process requests for temporary residence permits for the above mentioned nationals. Everything has to be arranged in the Netherlands.

Only in exceptional cases, the Embassy and Consulates-General of the Netherlands process applications for a stay beyond three-months.

All other nationals should apply for a **Provisional Residence Permit / Authorization for Temporary Stay (so called 'MVV')**.

American citizens who intend to stay in the Netherlands for a period longer than three months (90 days) should apply for a temporary residence permit (so called 'VTV') within 3 days after arrival in the Netherlands at the local Alien Police ('Vreemdelingenpolitie') of the municipality in which he or she will be staying.

### *Questions?*

Dutch Embassy: [[www.netherlands-embassy.org](http://www.netherlands-embassy.org)]

*Dutch consulate telephone numbers in the USA:*

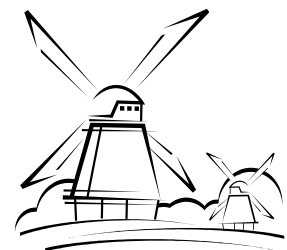
Washington, DC (202) 244 5300

New York: (212) 246 1429

Chicago: (312) 856 0110

Houston: (713) 622 8000

Los Angeles: (310) 268 1598



**PLEASE SEE THE OFFICE OF STUDY ABROAD FOR  
MORE DETAILED INFORMATION**





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### VISAS FOR TRAVEL TO OTHER COUNTRIES

When traveling outside of The Netherlands, keep in mind you may need a visa to enter another country. It is a good idea to research the entry requirements before you depart for your destination. Check with the State Department to see if your destination country requires a visa. The following link is helpful:

*<http://travel.state.gov/foreignentryreqs.html>*





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## 3 HOUSING IN LEIDEN

### HOUSING IN LEIDEN

All students live at the Living and Learning Center (LLC) in the city of Leiden, only 100 steps away from campus.

Expect the facilities to be different from dorm living in the USA. The residences are quite varied. You can expect to pay APPROXIMATELY €2,300 for a double room and €3,450 for a single room per semester. Double rooms are scarce so it's best to budget for a single!

### REQUESTING HOUSING

Study abroad participants may request housing at the time of application and must be indicated on your Letter of Intent. A housing application must also be completed. Housing requests made after the deadline cannot be guaranteed. Prices concerning housing will vary according to the type of accommodation (i.e., single or shared room and how many roommates). **Housing accommodations are not typically finalized until one month prior to departure and you will be notified of your housing assignment upon arrival.**

Housing requests for a specific type of room (i.e. single, double) are considered, but ARE NOT GUARANTEED. You may ask for a double and placed in a single. Please take this into account when budgeting for housing.

Webster University will not secure housing for dependents, family members, friends or study abroad participants who are not students of Webster University accepted into the study abroad program.

Per University policy, co-ed housing assignments will not be made. In some cases students are able to arrange housing on their own with family or friends. Students must live on campus for at least one semester before requesting to live off campus.





## PAYING RENT

Students living in student housing will pay their rent at the beginning of each eight-week term while in Leiden. Rent shall be billed and paid in Euros (€). In addition to rent, students will have to pay an administration fee of €50. **Please note you will be not be able to charge housing to your student account!**

During orientation, you will receive information concerning payment options. You will receive an invoice from Webster University- Leiden for each term. There are several options on how to pay your rent in Leiden. These include:

- **CASH:** Please come with sufficient cash for your rent and management fee, etc. Also, please make sure you have the facility to obtain cash from a local bank (e.g. using a credit card or ATM card that you know works in the Netherlands)
- **CHECK:** You can pay with a US check. Before you write out the check first visit the University's accountant, for the conversion into the dollar amount due. If you opt to pay by check, you will have to pay the bank costs on the check, which costs approximately €10.
- **BANK WIRE:**  
Bank: ABN-AMRO Bank  
Address of the bank: Breestraat 81, Leiden  
Account in the name of: Stichting Webster University  
Account number: 56.62.73.373  
Swiftcode:ABNANL2A

\*Make sure that your name is clearly listed on the money transfer paperwork, and inform the campus ahead of time that you are wiring the money for your rent.

**Please note that Webster cannot accept credit cards as means of housing payment!**

All rent is to be paid before your departure from Leiden. Your security deposit will be retained in St. Louis until the end of your stay. Do NOT consider using this deposit as your last rent payment.





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At the end of your program, any damages/balances due will be deducted from your security deposit. In the event of failure to regulate all accounts before departure, an administration fee of \$200 will be charged to your account at Webster University.

### **RESIDENT ASSISTANTS**

On-site resident assistants are available to address any housing concerns a student may have during the program. The RAs are current Webster students.

### **MEAL PLANS**

There is no pre-paid meal plan available at Webster Leiden. Options include preparing meals in housing kitchens or eating in restaurants and cafes in town.





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## 4 WEBSTER WORLD TRAVELER PROGRAM

APPLICABLE TO WEBSTER STUDENTS ONLY!

The Webster World Traveler Program (WWTP) is a scholarship provided by the Office of Study Abroad to Webster students only, not including students visiting Webster on an exchange program. The scholarship entails one round-trip airfare departing from St. Louis and returning to St. Louis. Students are NOT automatically provided with this scholarship; you must apply for the award separate from the study abroad application. The deadline for the WWTP application corresponds with the deadline for the study abroad application. No late applications will be considered. In order to receive the award you must satisfy the criteria outlined on the WWTP application form. You must be in good standing with your student account, meaning your account must be void of holds. If a hold exists on your student account you will be disqualified from the award. **You must pay your \$165 security deposit before the ticket purchase date or the ticket will not be finalized and you will forfeit your award.**

If awarded the WWTP, you will receive an acceptance letter via e-mail. The letter outlines the rules and regulations of the award. You will also receive a mock itinerary from Webster's travel agency TravelPlex, via e-mail. In this e-mail, you will receive instructions on how to make changes to your ticket, if necessary.

Please note all tickets will be booked roundtrip from St. Louis; if you would like to change your departure city please contact TravelPlex. Students typically have one to two business days after receiving the e-mail from TravelPlex to make changes to their ticket without incurring a change fee. Any changes made after the 1-2 day grace period will result in a change fee, payable by the student. **Please note any charges or fees that may occur as a result of changing your ticket is the responsibility of the student.** If you do not contact TravelPlex with any changes to your ticket by the end of the grace period, your ticket will be booked as is.

If you make changes to your ticket concerning your arrival date please note that airport pickup may not be provided. There are specific days airport pickup is provided. All WWTP





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tickets are automatically set up to correspond with approved airport pickup dates.

Please note that if you do not meet the conditions required for receipt of this award you will be responsible for the cost of the ticket. The conditions are as follows:

- Successfully complete a minimum of one 8-week term abroad as a full time student.
- Remain enrolled as a full time student in accordance with University policy and local immigration law.
- Complete at least 30 additional credit hours at Webster, which may include credits earned while abroad, or complete a degree program at Webster University.
- Successfully fulfill the service obligation as determined in consultation with OSA.

The WWTP award is acknowledged as a Financial Aid award by the University. Your account will be credited with a Financial Aid amount equal to the cost of the ticket. The same amount will be charged to your account by the Business Office. The credit and charge will offset each other resulting in a zero balance.

**If you withdraw from the program after you ticket has been issued, your account will be charged the amount of the ticket in full or you will be responsible for the cancellation of the ticket, resulting in a charge of approximately \$200-\$300.**





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## 5 MAKING TRAVEL ARRANGEMENTS

### TRAVEL ARRANGEMENTS

If you are not awarded the Webster World Traveler Program you are responsible for making your own travel arrangements according to the program dates provided on page 13.



### THE NETHERLANDS INTERNATIONAL AIRPORT

When making your flight arrangements, plan to arrive at Amsterdam Schiphol Airport. [[www.schiphol.nl](http://www.schiphol.nl)]

### FREQUENTLY ASKED QUESTIONS (FAQs)

#### *Are group flights available?*

Because the student participants in the program are coming from many different locations across the U.S., Webster is unable to offer group travel arrangements. If you are interested in flying with other students or would like your arrival to coincide with other students, please inform the Office of Study Abroad (OSA) and we will match you up as best we can.

#### *How do I find out about the lowest fares?*

When it comes to finding the best fares, a little resourcefulness can go a long way. We generally recommend that students contact a number of sources and ‘shop around’ for the best deals. The following are some sources you may wish to consider:

### AIRLINES, TRAVEL AGENCIES, AND WEBSITES

STA Travel	<a href="http://www.statravel.com">www.statravel.com</a>
Expedia	<a href="http://www.expedia.com">www.expedia.com</a>
Orbitz	<a href="http://www.orbitz.com">www.orbitz.com</a>
Travelocity	<a href="http://www.travelocity.com">www.travelocity.com</a>
Priceline	<a href="http://www.priceline.com">www.priceline.com</a>
Student Universe	<a href="http://www.studentuniverse.com">www.studentuniverse.com</a>
American Airlines	<a href="http://www.aa.com">www.aa.com</a>
United Airlines	<a href="http://www.ua.com">www.ua.com</a>
Delta Airlines	<a href="http://www.delta.com">www.delta.com</a>
Northwest Airlines	<a href="http://www.northwest.com">www.northwest.com</a>





### ARRIVING IN LEIDEN

If you would like to arrive in Leiden early please note you will not have access to your accommodation prior to the recommended arrival date. In addition, you will not be able to store your belongings at the college while traveling. Please be sure that you have alternate accommodation and storage arrangements made prior to your arrival in Leiden.

Do not arrive after 8pm on weekdays or on a weekend unless it is the scheduled arrival date provided by the campus. The campuses are closed on the weekends so it unlikely that staff will be able to assist you in settling in to your accommodations.

### AIRPORT PICK-UP

Students in groups of four or more will be met at the Schiphol Airport. Webster provides airport pick-up on the days outlined on page 13. If you arrive on a different date you will not be provided with this service. You must provide Webster with a copy of your travel itinerary to ensure pick up. **You will be notified of the final date to turn in your itinerary and arrival form. If the form is turned in after that date, you will not be provided with airport pickup.** Students in a group smaller than four will be welcomed at Leiden Centraal Train Station by a Resident Assistant.

### SCHIPHOL INTERNATIONAL AIRPORT AND LEIDEN CENTRAAL TRAIN STATION

When exiting from the airplane have your passport easily accessible. You will follow the other passengers to Customs where an official will stamp your passport. You will then follow other passengers to the Baggage Claim Area to retrieve your luggage.

After you have retrieved your luggage you will walk through the double sliding doors. Upon walking through these doors you will proceed straight ahead, looking for the signs that direct the way towards the trains, which are just around the corner.

All signs in the airport are in Dutch (Trein) and in English (Train). The ticket windows where the train tickets (Trein kaartjes) are purchased are located nearby; watch for signs above which will guide you in the right direction. You will need to ask for a one-way ticket to Leiden. *Be sure to get coins here for the telephone as well* if you don't already have a Dutch phone card.





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Dutch phone cards can be purchased at the GWK bank; GWK branches are located in the airport and at most train stations.

While you are purchasing your ticket, notice directly behind you there are escalators and elevators that lead downstairs to catch the train. There are different tracks (*Spoor* or *Perron* in Dutch) so ask the person at the ticket window for the track number and time of departure so you are able to catch the proper train. There are yellow signs in the train area of the airport (and at all train station throughout the country) which lists destinations, times of departures, and track (spoor) numbers.

If you do not have Dutch currency in hand there are banks throughout the airport where you are able to exchange money. There is a bank located right by the train ticket window. In addition, there are numerous ATMS.

Before you board the train you are to call the Resident Assistant. Contact information will be provided to you by the Leiden campus. They will instruct you as to where you will be met in Leiden Centraal Station.

### PROGRAM DATES

Visit <http://www.webster.edu/academics/intlcalendar1011.shtml> for program dates, and confirm arrival information with your Study Abroad advisor.





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## 6 KEEPING IN TOUCH BACK HOME

### SENDING MAIL AND SHIPPING PACKAGES

#### *Sending Mail and Shipping Packages*

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

**Mark your mail “Student.”** It is important that any item mailed is marked with "(student)" after your name so that the mail center will know where to direct your mail:

Your name (study abroad student)  
Webster University  
Boommarkt 1  
2311 EA Leiden  
The Netherlands

### 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 you will be attending. All packages should be clearly marked with your name and your expected arrival date (you may use the first day of the term if you do not know your exact arrival date yet).

It is always wise to shop around (U.S. Postal service, UPS, Mail Boxes, etc. and so on) to determine which shipping company is best for you. Depending on the weight and size of your package and how quickly you want it sent, rates can vary quite a bit. Whichever company you may elect to use, always ascertain these important aspects of the cost of shipping:

1. Will the contents of your package be insured?
2. Are all customs clearance charges included in the price you have been quoted? You will most likely not be subject to duty fees, but you should confirm this before shipping your items.
3. Will your package be delivered directly to the University address so your package is not left in a customs house in an airport waiting for pick up?





### **PHONING HOME**

As soon as you arrive in Leiden 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.

### **E-MAIL**

All students studying at Webster Leiden are encouraged to keep in touch with friends & family in the United States with the power of e-mail. Computer facilities are available in the main building as well as the library. Although the facilities are not open 24-hours a day, there are extended evening hours as well as weekend hours.

### **MOBILE PHONES**

Many students purchase cell phones while studying abroad. Often they are very affordable and convenient for your travels in Europe. You'll want to shop around for the best bargain. Information on where to purchase a mobile phone will be provided to you during your on-site orientation.





## 7 MONEY MATTERS

In this section you'll find tips for managing your money while abroad. For Webster payment detail, see "Financial Policies"

### MANAGING YOUR MONEY WHILE ABROAD

#### *Do I have enough money?*

If you created your study abroad budget using the figures provided in the Financial Matters section of this handbook, you should have enough money for "moderate" daily life in the city you have selected. If you go on weekend junkets to Paris, Rome, Madrid, skiing in the Alps, etc. you can expect to spend a great deal more. Remember that if the buying power of the U.S. dollar drops, your cost in U.S. dollars will be higher. If the U.S. dollar increases in value, your costs will be less.

### ACCESS TO YOUR FUNDS WHILE ABROAD

It is advisable to have three monetary options while abroad: credit/bank card, U.S. traveler's checks and cash-in-hand before you leave. Make sure to let your bank know that you will be studying abroad, as banks may see purchases in Europe as unauthorized use and place a hold on your account unless otherwise notified.

#### CREDIT CARDS

Many credit cards allow you to obtain cash in the local currency while you are abroad. This service may be limited to specific banks or locations, but if you pay off your balance every month, this may be the easiest way to obtain cash while overseas. In addition, credit cards are handy in case of an emergency. You or your financially responsible party will receive a statement at the end of each month showing where and when you received your cash advance, the amount you received in foreign currency, the exchange rate for the day of the cash advance and the amount charged to you as a service fee. FYI - VISA and MasterCard are more readily accepted at shops, restaurants and hotels than American Express. However, some students have noted that American Express is more service oriented in regards to cash advances. It is a good idea to check with your credit card provider concerning fees that may occur when using your card

**Always have 3 ways to access your funds while abroad:**

**1. Credit Card/ATM Card with Visa/Master Card logo**

**2. Traveler's Checks**

**3. Cash**





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abroad. It is also wise to make a copy (front and back) of your credit card in the event that your card is stolen or lost.

### **ATMs ABROAD**

If you typically use an ATM card to obtain cash, you might elect to use this option while abroad as well. Check to see which automated teller service your card operates with; Cirrus and Bankmate are examples of these types of services. The bank that issued your cash card should be able to provide you with a listing of locations around the world where their cash card can be used. There is usually a service fee for every time you use the card at a foreign location. Check with your bank before you leave concerning specific fees. Keep in mind ATM machines may not be widely available in rural areas, so be sure to carry local currency with you.

### **TRAVELER'S CHECKS IN US DOLLARS**

You may wish to purchase traveler's checks in U.S. dollars. You may cash your traveler's checks in U.S. dollars at banks and at currency exchange offices, both of which are plentiful throughout Europe. Keep in mind that you will pay a service charge for having your checks cashed **and** for having your currency converted.

If you check with current exchange rates, you may find that having traveler's checks in another country's local currency is usually not as financially beneficial. However, one advantage that traveler's checks in the local currency have over traveler's checks in U.S. dollars is that they can be cashed just about anywhere within the country where you are living; just as in the U.S., a traveler's check in US dollars is honored almost everywhere. This can be very convenient if you need cash at a time when the banks are closed.

### **GETTING CASH UPON ARRIVAL**

#### ***How do I obtain cash in the local currency when I first arrive?***

Although you do not need to carry the country's local currency in your pocket when you leave the U.S., we do recommend that you have a small amount (\$100-200) of the local currency in hand once you arrive at your destination country. Most large banks sell foreign currencies. All international airports have exchange offices where you may cash traveler's checks or convert US dollars. Keep in mind you will usually get a better rate of exchange at a bank.





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### **WIRE TRANSFERS FROM THE U.S.**

Unless you carry a great deal of money with you when you first arrive, at some point you will need to have additional money sent to you. Be sure to discuss this thoroughly with the party that is responsible for managing your money while you are abroad. Funds may be wired to you directly from a bank in the U.S. to any location that is authorized to receive wire transfers. Usually a wire transfer will cost the sender about \$25.00 regardless of the amount being wired. Your name and if possible, social security number, should be clearly marked on the wire transfer paperwork. It may take 24 to 48 hours for the fund to be available to you.

### **POWER OF ATTORNEY**

Assigning power of attorney is a legal process that designates 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?*

The following are instances when a Power of Attorney may be necessary/beneficial:

- 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 concerns making 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 notarization 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.





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As 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.

### *Who should I ask to be my Power of Attorney?*

You should select a person you consider trustworthy to make decisions in your best interests and sign on your behalf. Most students select a parent, significant other, or long-term friend.

A casual acquaintance is not recommended. Staff in the Office of Study Abroad (OSA) should not be asked to act on your behalf as it may be considered a conflict of interest.

### *What type of Power of Attorney form do I need?*

There are several types of Power of Attorney forms. Study Abroad students usually only need to complete the statutory short form.

### *For what period of time should I have a Power of Attorney?*

If you plan to travel prior and/or after your study abroad experience, the Power of Attorney should include the entire time you plan to be away.

### *How far in advance should I begin arranging Power of Attorney?*

You should take care of arranging your Power of Attorney well in advance of your departure.

## **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. Contact the IRS directly to discuss your situation and request an extension.





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## 8 WHAT TO PACK

| What to pack, and what to leave at home!

### 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 neighborhood a few blocks or so. If this is more than you can handle, you had better cut back!

### WHAT TO BRING:

Be certain to carry the following items in your carry-on bag: Passport, the address and phone number of Webster University, one change of clothing, toothbrush and toothpaste.

#### *Clothes*

Pack a variety of clothes. Europeans generally place a higher value on personal appearance/fashion than the average American. Even nightclubs which cater to students will often have unwritten yet enforced dress codes. Regardless of how casual a dresser you might consider yourself, bring at least one full change of "party" clothes. You may find the weather wetter or colder than home. If you pack to layer your clothing, you will be warmer, drier, and be able to stretch your wardrobe. Also, remember that you will do much more walking overseas.

#### *Appliances*

If you plan to bring electrical appliances (curling irons, hair dryers) that operate on the standard 110-voltage current of the U.S., you must also bring along a converter. Most converters **WILL NOT** protect electronic circuitry, so if you want to use CD players, etc., and you don't want to overload them, be prepared to bring a lot of batteries or purchase a transformer once you arrive. **ANYTHING ELSE CAN DESTROY YOUR EQUIPMENT!** Plug adapters are also necessary, as your U.S. plugs will not fit into foreign outlets.





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### *Toiletries*

American brands of toiletries are available overseas. Although they are generally more expensive there, the price difference is not great enough to warrant bringing a semester's supply of your favorite shampoo or deodorant. The exception to this rule is make-up. Even the bargain brands of cosmetics abroad are expensive, and the American brands are especially costly.

It is difficult to prepare a packing list for college students with individual tastes. The experiences of other students who have studied abroad may help you to determine your packing needs.

### **BEFORE YOU GO make sure you have:**

- Passport
- Visa (if applicable)
- Appt. with Dr/DDS
- Insurance information
- Credit cards with PIN numbers
- Traveler's checks
- Currency of host country (about \$100)
- U.S. cash (dollars bills come in handy)
- Plane tickets
- Health Documentation
- Extra ID
- Intl Student ID card (ISIC)
- Emergency info (medical, itinerary, relatives)

### **HEALTH CARE NEEDS (see section on Medical Care abroad):**

- Prescriptions/Birth Control
- First Aid Kit
- Band Aids
- Antiseptic cream
- Sunscreen
- Tweezers
- Aspirin, Tylenol etc.
- Antacid
- Diarrhea Medicine

### **CLOTHING:**

- Drip dry, no iron, minimum care
- Clothes you can layer for weather changes





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- Waterproof jacket
- Comfortable walking shoes
- Sweats and slippers for cold rooms
- Socks-thin cotton, thermal, wool
- Heavy sweater or two
- A dressy outfit
- Hat or visor
- Gloves/scarf
- Skirt
- Pants
- Tops
- Swimsuit
- Underwear
- Bathrobe and slippers

### IMPORTANT BASICS:

- Flat Sheet
- Pillow
- Towels
- Umbrella
- Money belt or Neck pouch
- Good padlock/keys
- Luggage Tags
- Camera and accessories
- Film and batteries
- Alarm clock (battery operated)
- Watch
- Pictures from home
- Small gifts from your home for new friends

### PAPERWORK:

- A copy of your registration form
- Name, email, phone number of your advisor(s)
- This study abroad handbook
- Travel documents
- Photocopies of important documents (passport etc.)

### MISCELLANEOUS:

- Cards, games
- Sewing kit, super glue
- Towel & washcloth (for travel)
- Leisure reading in English





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- International phone card
- Sunglasses
- Plastic zip-lock bags
- Journal
- Travel Guides
- Maps
- Lots of patience
- Open mind

### **LUGGAGE**

If you plan to fly within Europe you are strongly advised to limit your luggage as much as possible. Luggage allowances are lower on flights within Europe and excess baggage charges are high. Call the airline that you are using to learn weight and size restrictions and maximum pieces of luggage allowed without incurring a fee for extra luggage.

Occasionally, luggage is lost and although the airlines can normally find it within a few days, having a change of clothes, toothpaste and a toothbrush in your carry on luggage will make this unlikely event more bearable. Arriving early at the airport (at least two hours before your flight leaves) and allowing ample time between connecting flights (again, at least two hours) are two ways to increase the odds that your luggage will be on the same flight as you. For international flights, many airlines request that you check in 2 hours prior to departure.





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## 9 ONCE YOU ARRIVE!

Your first few days abroad can be an exciting time of adventure and discovery. They can also be filled with fear, frustration and regret for having put yourself into this situation. The category you fall under depends upon your attitude.

### JET LAG

Unfortunately, there is no avoiding jet lag. It can affect your digestive system and weaken your immune system, making you more susceptible to illness. It is estimated your body needs one day to recover for every time zone you cross. Do not expect to be at your best during the first week!

Try to observe normal sleeping and waking hours as soon as possible. Instead of going to bed when you arrive, you may wish to take a short nap then go to bed at your normal time that evening. During your flight, drink plenty of water; avoid alcohol, carbonated beverages and caffeine. Trying to sleep on your flight over will be very helpful as well.

### ON-SITE ORIENTATION

Your program at Webster University-Leiden begins with an exciting orientation program before classes begin. The program is designed to help students acclimate to the new surroundings and introduce you to Leiden's faculty and staff as well as policies and procedures. Students are expected to arrive at their respective campus 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.

### THE FIRST FEW DAYS

It is not unusual to feel depressed after the initial excitement wears off. You may want to cry and withdraw to your room. Everyone gets lonely when they are far from home, but do not dwell on what you have left behind. You are abroad for a new experience and it takes some time to adjust. If your homesickness or depression continues (more than 10-14 days,) and is interfering with your academic work and social life, please





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speak with the student services personnel on campus. They want you to feel comfortable in your new surroundings.

Be proactive in tackling your feelings of disorientation and homesickness. Do not be afraid to explore the area surrounding your accommodations. Find out where the nearest post office, bank, supermarket, drugstore, etc., are. Do not worry about getting lost. It is often the best way to familiarize yourself with the area! Look for landmarks to avoid getting really lost.

If you do not already have one, pick up a map and or guidebook of the city. Tourist information offices have information on museums, cultural events, etc. A guided city tour is also a great way to get to know your new surroundings.

Check out the transportation system. Are tickets purchased when riding the bus/subway/train, or must they be purchased in advance? Is a weekly or monthly pass available? Can you get a student discount on passes? Again, a tourist information office can give you this information.

Find a student travel office. If you are planning to travel outside the city in which you are studying, this office can provide information on student train, bus and airline tickets. Pick up a listing of fares and start planning your first excursion!





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## 10 STUDENTS WITH DISABILITIES

Many of the disability accommodations or services that are provided at US universities may be unavailable or different overseas. Being in a completely different environment can also be stressful, and accommodations that you may not have needed at home may become necessary in an unfamiliar setting. As a result you should arrange for any disability accommodations at overseas sites before you depart, and we encourage you to begin the process as early as possible. Receiving accommodations once you are abroad will be more difficult and may not be possible.

To make requests you can contact your home institution's disability services specialists. Webster students, please contact Barbara Stewart in the Academic Resource Center. The Office of Study Abroad (OSA) will also work with you to inquire about necessary arrangements. The disability specialists and study abroad staff can discuss possible alternatives with you, if necessary.

Mobility International USA is an organization based in the U.S. that specifically deals with the needs of students with disabilities who are studying abroad. Part of their mission is to encourage more participation among students with disabilities in overseas programs. Visit their web site at <http://www.miusa.org/>.





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## 11 ORIENTATION

Study abroad orientation is an essential component to a successful and enriched study abroad experience. Webster University believes that your study abroad experience begins before you leave the country--from the moment you begin considering studying abroad.

### PRE-DEPARTURE ORIENTATION

All Webster University students are required to attend a pre-departure orientation session before being allowed to participate in any international education program. Orientation leaders will discuss practical issues of study abroad and cross-cultural issues. Participants will have an opportunity to meet other study abroad students as well.

Visiting students will receive an orientation packet in the mail prior to the program start date. Visiting students are also encouraged to attend any pre-departure orientation session offered by their home institution and welcome, but not required, to attend pre-departure orientation held on Webster's main campus in St. Louis.

### ON-SITE ORIENTATION

Each Webster University international campus has developed a thorough on-site orientation to help students acclimate to their new environment. Students will be introduced to campus policies and procedures and local surroundings. Students are expected to arrive at their respective campus 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.





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## 12 SAFETY ABROAD

### SAFETY

Webster University is committed to the safety and security of its students. Student residence facilities are staffed with 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 the US State Department travel advisories.

### 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.

### U.S. CONSULATES AND EMBASSIES

The US State Department's Bureau of Consular Affairs in Washington, DC aids Americans in need of emergency assistance. They are in contact with the consulates and embassies overseas and can assist friends and family members with a number of different types of emergencies. During a crisis, the State Department will try to locate an American overseas if needed. In case of injury overseas, the Bureau of Consular Affairs can assist families when sending funds to the injured American party and collects any necessary health information to forward to the in-country embassy or consulate. In case of evacuation, the embassy or consulate overseas will try to establish special air flights and ground transportation to help Americans depart. If destitute, Americans can contact a US consular officer abroad for help. The Citizen's Emergency Center will assist by contacting the destitute person's family and friends to raise private funds and will also help transmit these funds to destitute Americans overseas. If necessary, it can provide small government loans to tide a destitute American over





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until private funds arrive. In case of the death of a participant overseas, the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The US State Department's Crisis Emergency Center telephone number in Washington, DC is 202-647-5225. Updated recordings on State Department travel advisories are also available at this number.

### **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 [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### **NAFSA HEALTH AND SAFETY GUIDELINES**

The following guidelines have been developed by NAFSA, the Association of International Educators, to provide useful and 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.

*All Participants Should:*

1. Read and carefully consider all materials issued by the sponsor that relate to health, legal, environmental, political, cultural, and religious conditions in the host country.
2. Consider the health and other personal circumstances when applying for or accepting a place in a program.
3. Make available to the sponsor accurate and complete physical and mental health information and personal data that are 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 fully 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 your participation in the study abroad





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- 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.
  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 your own 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 your whereabouts and well-being.

### *Additional Safety Precautions*

1. When traveling, do not leave your bags or belongings unattended at any time. Security personnel in airports, bus depots, and train stations are often instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone. Make sure no one puts anything in your luggage.
2. When using local transportation, avoid traveling in old, poorly maintained vehicles. Inquire about the safety records of different bus companies. When taking a taxi, it is good advice to sit in the back seat.
3. Never keep all your documents and money in one place or one suitcase.
4. If you find yourself in uncomfortable surroundings try to act like you know what you are doing and where you are going.
5. Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries it is dangerous to take a taxi alone at night for both men and women.
6. Keep the on-site program coordinators informed of your whereabouts. You should let the on-site coordinators, host family, or your roommates know of any traveling you plan to do.
7. Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket.





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8. Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem over friendly or overly interested in you. Be cautious when you meet new people, and do not give out your address or phone number. Be careful with information about other students or group events. Be alert to anyone who might appear to be following you, and to any unusual activity around your place of residence or classroom. Report any unusual people or activities to on-site staff immediately.
9. Exercise good judgment about what sorts of places to frequent during the day and night, and avoid being on the street at late hours more than necessary.
10. Avoid alcohol consumption in quantities that might impair your judgment.
11. Don't flash money or documents in public places. Keep small bills in your pocket and use them whenever possible to pay for things. Be discrete in displaying your passport.





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## 13 HEALTH MATTERS

### WEBSTER STUDY ABROAD HEALTH INSURANCE

Webster University provides basic accident and sickness insurance to all study abroad participants. The basic policy covers students throughout the world arranged through HTH Worldwide Health Services. Students should familiarize themselves with the policy prior to departure. Students should not cancel their existing policies in lieu of this coverage.

#### *What the Student Must Present to the Health Care Provider*

In the event of sickness or injury, the student must provide the Webster plan ID (Webster University – US Abroad) and a social security number or certificate number found on the student's insurance card. In most cases, this will be all that is required.

#### *Choosing a Doctor who Accepts HTH Insurance*

Students may logon to [www.hthstudents.com](http://www.hthstudents.com) and search for a doctor in their region. The student will initially be required to set up a user profile and then will be allowed to run a search for a doctor, download forms, etc.

#### *Submitting a Claim to HTH for Reimbursement*

If a student chooses or inadvertently seeks care from a health care provider that does not have an agreement with HTH Health Services, there is no need to worry. The student must simply pay for services rendered up front to the care provider and then submit an insurance claims form to HTH for reimbursement. The forms are included in the insurance packet from Study Abroad and are also available for download online at [www.hthstudents.com](http://www.hthstudents.com). Contact HTH (the number is printed on the back of your insurance card) within 24 hours in the event of an emergency.

**REMEMBER:** the student must submit an itemized receipt of the services (and diagnosis if applicable) provided with a claims form within 90 days of treatment. **It is the responsibility of student to submit the claim—this is not the responsibility of Webster University.**

### INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

In addition to HTH coverage we provide each of our program participants with an International Student Identity Card (ISIC).





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All ISIC holders are automatically covered by an accident insurance policy anywhere they travel outside the continental United States. Students are able to double the insurance offered through the ISIC policy and enroll for baggage/personal effects and/or trip cancellation and sickness/accident coverage by purchasing the Trip-Safe Coverage for an additional charge.

### **IMMUNIZATIONS AND VACCINATIONS**

First things first: We are not doctors. The Office of Study Abroad defers to the advice of your regular physician on assessing your individual health needs while abroad. Any action you take concerning your health is solely your responsibility.

Webster University does not require any immunizations or vaccinations in order to participate in a Study Abroad Program. Students should consult their physicians and the Centers for Disease Control and Prevention for the most current advisories at [www.cdc.gov](http://www.cdc.gov).

It is also advisable to make sure you are up-to-date on Tetanus and Hepatitis A and B vaccines.

### **PRESCRIPTIONS**

You should bring enough of any prescription medication and vitamins that you are currently taking to last throughout your stay abroad. For each prescription, you should carry a letter from your physician stating that you are required to take the medication or a photocopy of the written prescription. If the 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 the original container 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 should you need to replenish your supply in your host country. If you have allergies—especially to dust, mold or pollens—plan ahead to take any medication you might need. If you wear glasses and/or contacts, you should bring a spare pair of each. As with medications, you should also bring an eyeglass prescription written by optometrist.





## ILLNESS ABROAD

Getting sick when you are away from home can be one of the most unpleasant aspects 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 enough time to adjust to changes in climate and food. Adjusting to a new diet often causes mild intestinal upsets or diarrhea. Depending on the country where you will be studying, you should bring along over-the-counter medication such as Imodium for digestive illness. You should also check on other health issues, such as whether or not it is safe to drink the local water. 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.

The following are tips you should consider regarding your health abroad:

- 1) If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), you should wear a medic alert bracelet while you are abroad. You should also inform the Office of Study Abroad (OSA), traveling companions, and on-site staff so they are prepared in case of emergency. If you have a medical issue that could be aggravated by conditions abroad (e.g. asthma), consider carefully how you will deal with the problem abroad and discuss it with your physician before you leave home.
- 2) AIDS is a major concern in some locations. While abroad, avoid injections and blood transfusions. If an injection is required, make sure the syringe comes directly from a sealed package or that it has been sterilized in boiling water for 20 minutes. Diabetics are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor's authorization. Avoid ear piercing and tattooing if AIDS is a concern in the area.
- 3) Always use latex condoms if you choose to be sexually active.

In the event of a serious medical illness or injury resulting in a medical evacuation to the United States, please contact HTH Worldwide Health Services. If you need to be transported back to the United States due to illness or injury, flight arrangements must be made by HTH or you risk no reimbursement for the plane ticket.





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## 14 FINANCIAL POLICIES

Part of the application process is to familiarize yourself with the financial aspects of studying abroad. After your acceptance, the information below will assist you in meeting financial deadlines.

### COSTS

The cost of studying abroad with Webster University includes tuition and program fees/deposits. Unless otherwise noted, meals, housing, personal living expenses, books 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.

### TUITION WHILE ABROAD

The cost of tuition abroad corresponds with the tuition rates of the Webster St. Louis campus. Tuition does not cover additional expenses such as lessons, private instruction, etc.

**Payment is due 2 weeks after classes begin. Students may choose to make payments through Webster's Tuition Management plan (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. The tuition rates are 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 per semester or six credit hours per term) and may register for up to 18 credit hours of study at a Webster University international campus. This rate is not discounted or prorated for students who elect to register for less than 18 credit hours a semester—the student will be invoiced the flat-fee rate regardless of the number of credit hours attempted. Payment 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. **Study abroad students cannot be guaranteed the availability of specific courses.**





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**Summer:** Tuition for study abroad during the summer academic term is billed per credit hour based on the St. Louis rates. Students must be enrolled full-time (at least 6 credit hours) while studying abroad during the summer.

### ***Graduate Study Abroad Tuition***

**Fall, Spring, and Summer:** Graduate students participating in Webster University's Study Abroad Programs are charged per credit hour based on the St. Louis campus rate for graduate students. This applies to both the regular academic year and summer term. This rate is announced each spring for the following academic calendar year, which begins with the summer term. Graduate students may study abroad for up to one semester at any Webster University international location. After one semester, the graduate student pays tuition on a per-credit hour basis to the respective international campus at the corresponding rates.

Webster University tuition does not include or cover the additional housing costs or study abroad fees and deposits.

## **HOUSING COSTS**

Students living in Leiden student housing will be billed in eight week increments once you have arrived in Leiden. If a student withdraws before the end of the program, the campus reserves the right to charge the student for housing. **Please note housing cannot be charged to your student account!**

## **MEAL PLAN**

There is no meal plan provided for Webster Leiden students. You will be responsible for eating out or purchasing groceries. Take note there is no cafeteria on campus in Leiden.

## **FEES AND DEPOSITS**

### ***Program Security Deposit***

All students planning to study abroad with Webster University must submit a \$165 program deposit no later than one week after the receipt of acceptance. This fee does not pertain only to housing; the security deposit acts as a placeholder for the program. By depositing the \$165 security deposit you are





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committing to participate in the study abroad program. Early withdrawal from the program will result in forfeiture of the deposit. Successful completion of your time abroad will result in a partial or full refund of the security deposit.

### *Management and Cleaning Fee*

You will be invoiced for a management and cleaning fee by Leiden upon your arrival. The fee will cost €50.

### *Study Abroad Program fee*

All study abroad students will pay a study abroad program fee, which will be charged to the student account approximately one month prior to departure. The fee is \$500 per semester in the fall and spring and \$250 for the summer term. If a student withdraws from the program after the program has begun, the student is still responsible for the cost of the study abroad fee.

## REFUND OF THE PROGRAM DEPOSIT

Once you have returned from your trip abroad you may be eligible for a partial or full refund of the \$165 security deposit. Before the refund is processed, the Office of Study Abroad must first receive the online post-departure survey from the student. Once the OSA receives the survey the process for the refund is as follows:

The abroad campus will check to see if your room was left clean and in good condition. If the housing is in good condition and you do not owe the campus any miscellaneous charges (i.e. phone bill, lost key charge, utilities), the campus will clear your security deposit with the Business Office in St. Louis. Once the Business Office receives word from the abroad campus, the \$165 security deposit or a portion of it may be credited back to your student account. If the account is at a zero balance, the refund will be credited to your HigherOne card. **Please make sure this card is activated to receive the refund.** A CHECK WILL BE ISSUED TO THE STUDENT ONLY IF THE STUDENT IS NO LONGER REGISTERED FOR CLASSES WITH WEBSTER UNIVERSITY.

Please note that the process for refunds lasts two to three months AFTER you have returned from studying abroad. If you have not received your security deposit after three months from your return to the United States, please contact the Office of Study Abroad. Before contacting the OSA, please make sure to check





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your student account to verify whether or not the refund has already been applied to your account.

### 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.

Students who withdraw from the program at any time forfeit the \$165 security deposit and will be responsible for the cost of the study abroad fee. **Additionally, you may incur cancellation fees for unused accommodations reserved on your behalf by Webster University. If you are awarded the Webster World Traveler Program you are responsible for the cancellation fee for the plane ticket or will have to pay for the ticket in its entirety.**

### BILLING

#### *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. You will not receive an invoice if you have not registered for courses. Webster University students will receive an invoice at the mailing address listed with the University.

#### *Home School Billing*

In some cases, visiting students will receive an invoice at the mailing address listed with Webster University. However, certain institutions prefer that we invoice them directly rather than send 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.

### DEFERRED PAYMENT/TUITION MANAGEMENT

Tuition management is available to those interested. Sign up takes place online at [www.webster.edu/registration.html](http://www.webster.edu/registration.html).





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### FINANCIAL AID

#### *WebsterStudents*

All Webster students retain their federal, state and Webster funding while studying abroad through Webster, with the exception of work study money, as students are not able to work while abroad. During the summer session, students will only have federal financial aid available. Fall and spring students will have federal *and* Webster financial aid available. Students receiving Webster scholarships must be registered for at least 12 credit hours per semester in order to maintain financial aid and scholarships while abroad in the fall and spring.

As the overall cost of studying abroad may be higher than attending the St Louis campus, invest some time in creating 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 their website at [www.webster.edu/finaid](http://www.webster.edu/finaid) for links and other useful information.

As a reminder, your student financial aid file must be complete by the **priority deadline of March 30th** for maximum consideration. 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 your departure. All forms may be downloaded and printed from the following website: [www.webster.edu/finaid/application.html](http://www.webster.edu/finaid/application.html).

#### *Visiting Students*

Many schools allow state and federal financial aid to transfer while studying abroad with Webster University. Schools may also allow students to retain their institutional aid. Visiting students should consult their study abroad advisor or financial aid office to see what their policy entails.





**PAYMENT CHART**

\* The deposit does not apply toward your tuition or housing bill. It will be held in your account at Webster University until you have completed the program, after which you may apply for a rebate.

<b>Student Status:</b>	<b>\$30 App. Fee</b>	<b>Security Deposit *</b>	<b>Tuition/ Fees</b>	<b>Rent in Leiden</b>
<b>Webster University Undergraduate</b>	NO	\$165	Billed per Semester through Webster-St. Louis	Billed every eight weeks upon arrival in Leiden
<b>Webster University Graduate</b>	NO	\$165	Billed per credit through Webster-St. Louis	Billed every eight weeks upon arrival in Leiden
<b>Visiting Undergraduate</b>	YES	\$165	Billed per Semester through Webster-St. Louis	Billed every eight weeks upon arrival in Leiden
<b>Visiting Graduate</b>	YES	\$165	Billed per credit through Webster-St. Louis or Home Institution	Billed every eight weeks upon arrival in Leiden
<b>Affiliate Institution Student</b>	NO	\$165	Pays to Home Institution	Billed every eight weeks upon arrival in Leiden





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## 15 REGISTERING FOR CLASSES

All participants are enrolled in Webster University and as such are bound to certain academic guidelines and required to uphold high academic standards. Any infractions to the guidelines below may result in revocation of acceptance into the program.

### ACADEMIC ADVISING

All students are required to meet with their academic advisor to discuss the courses they will take while abroad. While abroad, students meet with academic advisors to make any alterations to course schedules. **The appropriate academic advisor must approve all course registration and sign off on the registration form; without a signature from your academic advisor, Leiden will not register you for classes.**

### REGISTERING FOR COURSES

Students will receive a finalized course schedule and a course registration form via e-mail approximately one month prior to departure. The registration form must be completed with your academic advisor and signed by an official in the Business Office before the form is returned to the Office of Study Abroad (OSA) prior to your departure. **The Business Office must sign off on the form to ensure no holds exist on your student account.** Any holds on a student account will prohibit the abroad campus from registering the student for classes. Once the OSA has received your registration form, it is faxed to the abroad campus. Failure to return this form in a prompt manner may result in course block outs. Leiden maintains specific cut-off dates for registration. Please pay attention to the dates your study abroad advisor indicates as the last day for registration (this will be included in the e-mail regarding the course schedule and registration form), as these dates are enforced by Leiden and missing the deadline will make it very difficult to register you for classes and will negatively impact your financial aid. **Please note that your academic advisor will not register you for classes (but must sign off on the form) and on-line registration will not be available. Webster Leiden will be the campus responsible for registering you for classes.**





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Two weeks after you have turned your registration form in to the Office of Study Abroad, please confirm your classes are correctly reflected in Connections. **It is the student's responsibility to confirm registration.**

Keep a copy of your completed registration handy in case you wish to alter your schedule once you arrive. Do not simply change your mind about the classes you will attend without consulting an academic advisor at the international campus. This will result in errors to the student transcript and can jeopardize eligibility for financial aid.

### REGISTERING FOR COURSES IN ST. LOUIS

During your time abroad, you will need to register for St. Louis classes for the semester following your study abroad trip. To do so, you will need to correspond with your academic advisor via e-mail prior to registration. It is a good idea to start this process as soon as the course schedule for St. Louis is finalized. Your academic advisor will be able to clear you for online registration. If you are student of a department that does not allow online registration, please follow the guidelines of your department to complete registration.

Please note if you have a balance on your account at the time of registration and you are not enrolled in the tuition management plan, a hold will be placed on your student account, thus preventing you from registering for classes. **MAKE SURE YOUR ACCOUNT IS PAID IN FULL BEFORE DEPARTING FROM THE UNITED STATES.** Holds are difficult to lift while you are abroad.

### COURSE LOAD

All students are required to register for full-time status while abroad as defined locally by Webster University. For study at an international campus, this means full-time course registration at the respective campus (independent study through the St. Louis campus does not qualify); status may vary for short-term programs. Full-time status is defined as a minimum of 12 credit hours per semester for undergraduates. Students may register for a maximum of 18 credit hours per semester.

Graduate students must be registered for a minimum of 6 credit hours per 9-week term to maintain full-time status.





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### ADD/DROP

Students may make changes to their schedules (drop/add) during the official drop/add period. Prior to the beginning of classes, students may add or drop classes with the approval of an academic advisor. After classes have begun, students may drop or add a course with the approval of the instructor and an academic advisor through the end of the second week of the term/semester. Section changes in the same course will be approved at the advisor's discretion. Drop/add forms may be obtained from the academic advisor at each campus. In order for schedule changes to be official, the academic advisor must sign the drop slip; the academic advisor and the instructor (after classes have begun) must sign the add slip. Students who do not submit signed drop/add forms by the deadline will be graded and charged according to their registration on file at the end of the official drop/add period. Merely informing the instructor or advisor of the intent to drop a class or not attending a class will not constitute an official schedule change. Students may not drop below full-time status.

If you are receiving financial aid based on full time status, then you must carry a certain minimum number of credit hours for each semester. If you drop too many courses and fall below the minimum number of credit hours required to maintain your financial aid, you may lose your eligibility and receipt of financial aid.





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## 16 CREDIT TRANSFER

### CREDIT TRANSFER

All credits earned abroad at a Webster approved study abroad program 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 this is completed at your school.

### TRANSCRIPTS/GRADING

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) before departure.

**No transcripts will be issued without the written request.** For additional transcripts, students should contact the Office of the Registrar at Webster University by calling (314) 968-7450.

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.





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## 17 CHANGES WITH YOUR PROGRAM

Students are required to notify the OSA in writing regarding any changes in their study plans.

### CHANGES/PROBLEMS WITH YOUR STUDY ABROAD 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.

Should you decide to continue studying abroad after the period originally intended, you must inform the Office of Study Abroad, your academic advisor and the appropriate personnel at the abroad campus 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. If you are extending your stay from a term to a semester, you may have to apply for a visa. Lastly, you will be responsible for making the necessary changes to your plane ticket, even if Webster University made the initial ticket arrangements.

