Welcome to UCLA Travel Study!

As you look forward to your Travel Study opportunity this summer, please refer to this document as a guideline to help you prepare you for your travels. Please consult the student guide for important details on student conduct and safety abroad.

Registration Portal – The most comprehensive and updated information regarding your program can be found by retrieving your registration form in the Registration Portal.

Courses – Each Travel Study program consists of a required course curriculum which is mandatory and cannot be dropped. Students are automatically enrolled in this curriculum. Your program may also offer an additional optional course for an extra fee, and you can register for this until the end of the Friday of the second week of your program. Optional Course Fees: $273 per unit for UC Undergrad Students / $342 per unit for UC Grad and Visiting Students. Optional Course fees are due by August 25, 2017.

- Add Course – Please contact the instructor to discuss the details of your project, and then enroll anytime beginning April 7, 2017. If your course does not require instructor consent, you can apply by submitting the Optional Course Registration Form to info@ieo.ucla.edu. You can enroll until the end of the second week of your program.
- Instructor Consent – If your optional course requires written instructor consent please contact the instructor to discuss the details of your project; if approved, please forward written approval as well as the Optional Course Registration Form to info@ieo.ucla.edu. You can enroll until the end of the second week of your program.
- Drop Course – Drop by August 25, 2017 on MyUCLA to receive a refund for the optional course; After August 25, optional courses may be dropped with no refund until September 15, 2017, the last day of Summer Session C.
- Non-UCLA Students – Submit the Optional Course Registration Form to info@ieo.ucla.edu by the end of the second week of their program in order to enroll.

Travel – You are responsible for making your own travel arrangements to and from your program destination. Students must arrive at the program destination by the program start date; and check-out will be the last date of the program.

- Make sure your itinerary is in order and the name on your airline ticket matches the name on your passport exactly. Always book a return ticket. Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Passport – All students on international Travel Study programs are required to have a valid passport. Your passport should be valid for at least six months beyond the date you expect to return to the United States. If you do not have a valid passport please begin the application process immediately. Allow approximately three to six weeks for your passport application to be processed.

- For information on obtaining a passport, visit the State Department Web site.
- Upload a scanned copy of your passport information page on the Registration Portal by April 30th.
- Pack an extra set of passport photos along with a photocopy of your passport information page to make a replacement of your passport easier in the event that it is lost or stolen. Leave extra copies of your passport items with someone at home.
- If you lose your passport while traveling abroad, contact the nearest U.S. Embassy or consulate for assistance. Notify your program director and UCLA IEO immediately.

Visa – With the exception of programs that take place in China and Brazil, U.S. citizens will not need a visa to participate in most Travel Study programs. Non-U.S. citizens must contact the local Embassy or Consulate of the destination country for entry requirements. Please check the Registration Portal for more information and instructions specific to your program.

Health Insurance – Travel Study students will be provided traveler's health insurance coverage for the duration of the program. Check the Registration Portal for your summary of benefits. If you are traveling before or after the UCLA program, we recommend that you arrange for independent health insurance coverage as a precaution.

- Students enrolled in international programs will be automatically enrolled in HTH Worldwide.
- Students enrolled in domestic programs will be automatically enrolled in UC Trip insurance.

Health Advice – Maintaining good health is imperative when traveling and studying overseas. It is important that students actively maintain a healthy lifestyle in order to maximize their experience abroad.

- Information about local health services will be provided after arrival at your study site. Please keep the Director of your program aware of any and all medical issues that arise during your Travel Study program.
- Students who regularly take any medication should take an adequate supply to last for the entire period abroad. Students should label all medications and keep them in their original containers that clearly show the prescription. Consult the embassy or consulate of that country if you have any doubt about the legality of carrying a certain drug into a country.
- If students have any disability or other chronic condition for which they will be seeking accommodation abroad, they must notify the IEO immediately so staff can advise students whether necessary resources are reasonably available on their program.
- Traveling and studying in another country are demanding activities that often compound or exacerbate both physical and emotional issues. In particular, if students are concerned about their use of alcohol and other controlled drugs or if they have an emotional or physical health concern, they should address it honestly before making plans to travel and study abroad.
Accommodations and Meals – All Travel Study participants are required to stay in the provided housing option. Accommodations are provided for the dates of the program and are restricted to enrolled participants only.

- Program accommodations are typically based on double or triple occupancy. You may request another program participant as your roommate by updating your registration form before April 7th. Both participants must request each other. If no request is made, a roommate of the same gender will be selected for you. Please note that rooming requests are not guaranteed placements, both students must request each other and the request must be made by the April 7th deadline.

- When possible, we will try to provide vegetarian options at group meals. Please keep in mind that in many countries vegetarian options and specific dietary restrictions will not always be understood. Also note that the diversity of food options available at home may not exist abroad. If you have specific dietary restrictions, research the local cuisine in advance and ask the program director to help you write down your specific dietary restrictions in the local language.

Money Management – Careful planning of your finances is important. Adjusting to a new currency and to the prices in a new country can produce some anxiety but most issues can be avoided by planning ahead.

- Remember that how much you spend on your Travel Study program ultimately depends on the choices you make about travel, food, shopping, entertainment, etc.
- It is best to take a combination of ATM cards, credit cards, approximately $100 in the local currency and traveler’s checks (i.e. in the case of traveling to Brazil). Keep a record of credit card, ATM card, and traveler’s check numbers separate from the cards and checks themselves. Make a list of phone numbers to report lost or stolen cards and checks.
- Keep in mind that your bank may charge an ATM transaction fee for each withdrawal. Check with your bank before you go and include those fees in your budget.
- Notify your bank and credit card companies that you will be traveling before departure. Some banks will place a hold or fraud alert on your card if they see an international charge without knowledge of your travel.

Student Conduct – Your participation in a UCLA Travel Study Program makes you a representative of UCLA and all participants must adhere to the UCLA Student Code of Conduct.

- Students in violation of the code of conduct will be expelled from the program at the instructor’s discretion. In the event that a student is expelled, the student is not eligible to receive a refund of any fees paid to UCLA.
- Expelled students will not be permitted to participate in any program activity or be entitled to any program benefits. Furthermore, the student will be responsible for any additional costs incurred for lodging and transportation once expelled.
- Excessive drinking or drunken behavior is not acceptable. Public drunkenness is illegal in many countries. If your consumption of alcohol becomes disruptive to the program, it is cause for immediate expulsion. If you choose to drink, please be responsible.

Avoiding Legal Difficulties – When you are in a foreign country, you are subject to its laws and under its jurisdiction – you are NOT protected by the U.S. Constitution.

- You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Be aware of what is considered a criminal offense in the country where you are.
- If you are arrested on a drug or criminal charge, it is important that you know what can and cannot be done. You should be provided one phone call when in custody. Always use this call to contact the nearest United States embassy or consulate.

Safety Advice – Any travel carries with it certain inherent risks. In most instances, many of the trials and tribulations of travel abroad can be avoided by taking certain precautions.

- Take the time to research the countries you will be visiting. Buy an up-to-date travel guide and visit websites such as: www.lonelyplanet.com, www.letsgo.com.
- For information about health and safety abroad, we recommend that you visit the following sites: www.cdc.gov/travel, https://travel.state.gov, and https://travel.state.gov/content/studentsabroad/en.html.
- Use the same common sense traveling overseas that you would at home. Avoid traveling alone and be especially cautious in crowded subways, train stations, elevators, tourist sites, marketplaces, festivals, and avoid peripheral areas of cities.
- Learn a few phrases in the local language so you can signal your need for help, the police, or a doctor. Make a note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- If you are the victim of a crime, and feel comfortable reporting it, please notify your Program Director, TA, or the International Education Office. UCLA staff & faculty are here to support you, and can help you to file a police report.

Stay in touch – Contact your family periodically, and check in when you arrive to let your family know you have arrived safely.

- If you leave town to sightsee during free time and weekends, please let the Program Director or TA know where you are going. If you go out with people who are not part of the program, please let the Program Director or TA know their names.
- Contact your cell phone provider for details on using your U.S. phone and SIM card while abroad and international roaming charges. In Europe and Asia, it is fairly easy and cheap to buy a local prepaid SIM card for your unlocked phone.

Packing Tips

- Always travel light and try to limit yourself to one checked bag and one carry-on.
- Put your name, address and telephone numbers inside and outside each piece of luggage.
- Consider leaving valuable and/or irreplaceable objects at home. Also review the contents of your wallet and remove unnecessary credit cards, your Social Security card and other valuable items.