IAP Handbook for Worldwide Graduate Research and Fellowship Research
Academic Year 2015-16, Calendar Year 2016

This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison to facilitate graduate research abroad. Throughout the course of your study abroad experience you will be communicating with both IAP and your host institution or organization. It is essential that you pay close attention to all information provided to you from both organizations. This IAP Program Handbook supplements information you receive from your host institution or organization as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Your host institution or organization handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad should be directed to your host institution or organization (e.g. housing information, program facilities abroad, extracurricular activities offered as part of the program, etc.). Questions relating to your relationship with UW-Madison or academics should be directed to International Academic Programs at UW-Madison (e.g. credit, grades, registration deadlines, etc.).

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Contact Information

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

For Health & Safety, Insurance:
Andy Quackenbush
IAP Study Abroad Advisor
quackenbush@studyabroad.wisc.edu

For App, Registration, Grades:
Katie Robinson
IAP Enrollment Advisor
robinson3@studyabroad.wisc.edu

For Financial Matters:
Judy Humphrey
IAP Financial Specialist
jhumphrey@studyabroad.wisc.edu

Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m.
Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.
In-country emergency contact information has been furnished by you through your Worldwide Questionnaire. Please travel with your on-site contact information in your carry-on and in checked luggage to ensure you have multiple venues of access to this information.
Preparation before Leaving

Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information. The Department of State website has a helpful site that includes the 911-equivalent for different countries and preparing documents: [http://travel.state.gov/content/studentsabroad/en.html](http://travel.state.gov/content/studentsabroad/en.html).

Immigration Documents

Passport
A passport is needed to travel and to obtain your student visa if necessary. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website: [http://travel.state.gov](http://travel.state.gov). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa
Look through the State Department’s [Country Specific Information](http://travel.state.gov/content/studentsabroad/en.html) to find information about your destination. You can research the entry and exit requirements, get more details about necessary documentation, and find out how to apply. You may be able to apply online, at that country’s U.S. embassy or even at the airport in the country itself once you get there.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. Register on-line at [http://travel.state.gov/content/passports/english/go/step.html](http://travel.state.gov/content/passports/english/go/step.html). If you are not a U.S. citizen, register at your home country’s embassy or consulate.

Travel and Arrival Information

If there is any changes to your arrival or departure dates; housing contacts; emergency contacts; or enrollment situation, please contact IAP so we can update your record.

Academic Information

Credit
When you submitted your Worldwide Questionnaire, you submitted the name of your UW faculty supervising your research and the appropriate course number. IAP will confirm this information with the faculty you identified.

Registration
You will be enrolled in a placeholder class for the terms you will be abroad. Dissertators will be enrolled in 3 credits of the placeholder per semester. This placeholder does not generate tuition, but it keeps you in enrolled status.

Grades
Upon your return, IAP will consult with the faculty you identified in your Worldwide Questionnaire for your grade. Once IAP has your grade, the placeholder will be removed, and the course you previously indicated will be uploaded with the grade received.
Fees
Rather than paying tuition to UW-Madison for your academic credits, you pay a program fee to International Academic Programs through the UW Bursar’s office. The program fee can be found under the cost tab.

Worldwide Graduate Research:
https://www.studyabroad.wisc.edu/programs/program.asp?program_id=369

Worldwide Fellowship Research:
https://www.studyabroad.wisc.edu/programs/program.asp?program_id=307

Living Abroad
Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Consult the as well as travel books and other materials in the Study Abroad Resource Center (106 Red Gym). It is also helpful l to consult others who have experience in your host country. Remember it won't be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

Housing
Housing will vary by location. You are responsible for finding your own housing.

Safety
Crimes such as pick pocketing, purse snatching, and thefts from hotels and parked vehicles are common around the world. Pick pocketing and the theft of purses and bags is common on public transportation as well. The US Embassy states that American citizens visiting many countries are advised not to accept food or drink offered from a stranger, even a child, because such food may contain narcotics used to incapacitate a victim and facilitate a robbery. To reduce the risk of crime keep belongings close, be aware of surroundings, and never walk alone at night.

Health
It is very important that you consult with a healthcare provider well-versed in travel medicine or travel clinic to plan for your time abroad. University Health Services (UHS) has a travel clinic that provides health services for those planning foreign travel, including vaccines and immunizations. Information about the travel clinic and how to make an appointment can be found online at http://www.uhs.wisc.edu/services/medical/travel-clinic/. The UHS travel clinic does book out in advance (sometimes as much as six weeks), and some immunizations must be done at particular times. Please make an appointment as soon as possible with the UHS travel clinic. Some countries require particular vaccines to enter.

If you are not covered by UHS care, please consult with your insurance company to see what clinics or healthcare providers with travel medicine specialties are covered. There are a number of travel clinics in Madison including:
Dean http://www.deancare.com/medical-services/travel-medicine/ and

Students are encouraged to drink large quantities of water and to bring oral rehydration packets to many countries. Past students also recommend bringing snacks. Past students have reported that it may
be difficult to find certain medication while outside of the United States. They have suggested bringing any medication that may be needed such as general over the counter medications, prescription medications, and any other medications used. Past students have noted that it is particularly hard to obtain medications for rashes, urinary tract infections, and yeast infections and have suggested students bringing these if students are susceptible to these conditions.

Be aware that changes in food, water, and environment can cause stomachaches, diarrhea, and/or vomiting. Consult a doctor in-country concerning any such persisting symptoms.

To learn more about travelers’ health, please visit the CDC website: http://wwwn.cdc.gov/travel/default.aspx. You can view vaccine recommendations from the same page, scrolling down to the vaccinations link. On the top of the Vaccinations page, there is a link for specific country recommendations. You can also obtain additional travel information including safe food, water precautions and insect bite protection.

Insurance
You are enrolled in CISI Health insurance coverage. CISI health insurance coverage is mandated by the UW Board of Regents for all UW system students who will be earning academic credit abroad. The insurance provides emergency services like medical and security evacuation, but also covers basic medical visits. The full brochure for the policy can be found on our web site here: http://www.studyabroad.wisc.edu/insurance.html

Communication
When making calls, keep in mind time zone differences www.timeanddate.com/worldclock. To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online: www.howtocallabroad.com/. Steps can vary if you are using a calling card.

Many countries have internet cafes that students can use to communicate via email and net-to-phone. Past students have recommended this as an effective means of communication. Applications such as WhatsApp, Google Hangouts, Facetime and Skype provide free to low-cost communication options. Make sure you understand the cost and security of the WiFi you are using before connecting. Travel guides for your country can provide up-to-date information for communication.

Websites of Interest
U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

U.S. State Department:
http://travel.state.gov

Center for Disease Control
http://www.cdc.gov/travel/

Exchange rates
http://www.oanda.com