



# BAYLOR IN MAASTRICHT—PROGRAM GUIDE SPRING 2011



## **IMPORTANT**

Keep this booklet and the orientation booklet provided by the Center for European Studies (CES) at the University of Maastricht (UM) with you while you are studying abroad. These booklets contain very important information about your study abroad.

About the Program.....	page 2
Coursework.....	page 2
Baylor Courses.....	page 2
CES/Maastricht Courses.....	page 2
Academics.....	page 2
Tuition and Bills.....	page 2
How to Register.....	page 3
Grades.....	page 4
About Maastricht.....	page 5
About the University of Maastricht.....	page 5
A Short History of the Netherlands.....	page 6
The Dutch Language.....	page 8
Living in Maastricht.....	page 11
Dorm.....	page 11
Bathrooms & Laundry.....	page 12
Shopping.....	page 13
Travel Tips.....	page 14
Lodging.....	page 16
Cafeteria & Meals.....	page 17
Bike Policies.....	page 18
Behavior Policies.....	page 18
Adjusting to Life Abroad.....	page 19
Culture Shock.....	page 19
Phases of Culture Shock.....	page 19
Coping with Culture Shock.....	page 19
Health and Safety.....	page 20
Health Insurance.....	page 20
International SOS.....	page 20
Staying Healthy.....	page 21
Staying Safe.....	page 21
What If.....	page 24
Communication.....	page 26
Keeping in Contact.....	page 26
Types of Communication While Abroad.....	page 26
Emergency Contact.....	page 27
Additional Contacts.....	page 28
Packing List.....	page 29
Pre-Departure Check List.....	page 31

## COURSEWORK:

Students participating in the Baylor in Maastricht program will choose two Baylor courses (3 credit hours each) and two CES/Maastricht courses (4 credit hours each) for a total of 14 in residence credit hours. All courses will be offered within a Monday through Thursday, 8-week format.

### Baylor Courses

These courses are taught by the Baylor faculty program director and, in some cases, the graduate assistants. Students are required to participate in at least two courses taught by the program director or graduate assistant.

If students are unable to participate in two courses offered by the program director, they have the option of arranging their own independent study course with another Baylor faculty member.

#### IMPORTANT NOTE:

Students taking independent study courses should be diligent about turning in all coursework and completing all required testing. Students should initiate email contact with the professor. Your performance will impact the willingness of professors to work with future study abroad students.

Baylor courses will be held in classrooms at the dormitory where students are housed.

Students should purchase books for any Baylor course before leaving for Maastricht.

### CES/Maastricht Courses

Students enroll in two courses taught by the University of Maastricht (UM) faculty through the Center for European Studies (CES). CES courses will be held in various classrooms located throughout the University of Maastricht. In some cases, the courses may be held at the dorm.

Students will borrow their CES books from the University of Maastricht. Books should be returned in a timely manner and in good condition.

#### IMPORTANT NOTE:

You are **FIRST** a student and **SECOND** a traveler. **Travel issues are NOT an excuse for tardiness or late assignments.** Professors will deduct points for this. **DO NOT** take the last trains home to Maastricht. Plan your travel schedules **AROUND** your academic schedules. You must be flexible and make priorities.

## ACADEMICS:

### Tuition and Bills

The bill for the semester abroad should look as follows:

- Baylor Tuition
- Program Fee
- Admin Fee
- Study Abroad Fee

All deposits will be deducted from the program fee. Students are required to pay the remainder of their program fee in full at the time of their bill. Baylor tuition may be placed on an installment plan through Baylor. Please contact the Cashier's Office for more information about bills, fees, and payments ([www.baylor.edu/Cashiers](http://www.baylor.edu/Cashiers) or 254-710-2311).

### How to Register

Students will NOT register themselves in the classes they plan to take while studying abroad. The Coordinator of Semester Abroad Programs will submit all registration requests to the Registrar (including independent study and thesis courses). Students should fill out the Course Selection Form provided by the Study Abroad office at Baylor.

#### IMPORTANT NOTE

Students are registered through the Study Abroad office because study abroad courses have special section codes. This prevents the student from being charged the General Student fee.

### What to do before leaving campus

Meet with your degree advisor to:

- Review the courses planned abroad
- Plan courses for semester you return to Baylor
- Ask if this meeting could be considered your advising session
- Purchase Baylor course books
- Register through Wendy Moore (Coordinator of Semester Abroad Programs)

If you are graduating the semester of or following your experience abroad, file for graduation in your Dean's Office. Make sure all remaining requirements will be met at the expected time.

### How to pre-register abroad

All the information you need for pre-registration is accessible online ([www.baylor.edu/bearweb](http://www.baylor.edu/bearweb)). The class schedule is available online should you need to access and download.

Check the Baylor homepage early in the semester to find out the registration date, and mark your day on the calendar. You will be allowed to register on the first day of registration provided you have followed directions carefully.

Check BearWeb under Registration Status to make sure there are no holds.

Should you have questions or experience problems with registration, contact the following:

- Advising Questions – you major or program advisor
- Department Approvals – the department of the course
- Registration Questions – BearWeb helpline (254-710-3733), email [registrar\\_support@baylor.edu](mailto:registrar_support@baylor.edu)
- Technical or Server Questions – email [helpdesk@baylor.edu](mailto:helpdesk@baylor.edu)

## About the Program

### **Grades:**

All courses taken from a Baylor professor will be given a grade by the end of the semester. For any questions or concerns about these grades, students should contact their Baylor professor.

All courses taken from the University of Maastricht (UM) through the Center for European Studies (CES) will have an "MG" or "missing grade" until the final transcript arrives from the University of Maastricht. This will take a couple of months.

If you are graduating the semester you are abroad, you must contact Wendy Moore and your CES coordinator. You will be given an early unofficial transcript. You will be able to walk at graduation but you will not be able to receive your official diploma until your official transcript from UM/CES arrives. This will take a couple of months.

There is no way to speed up the processes for your UM/CES grades.





### ABOUT MAASTRICHT:

The city of Maastricht is located in the southern tip of the Netherlands. Maastricht lies in the heart of one of the most densely populated regions of Western Europe. The population of Maastricht is around 125,000 people and there are fifty million people living within a 200-kilometer radius.

Because of its close ties with sister cities Aachen and Liege, Maastricht has been an important meeting place in European history from as early as the reign of Charlemagne. Maastricht is arguably the oldest city in the Netherlands.

A walk through the city will reveal Maastricht's diverse atmosphere. Around 70 percent of the population speaks English and German. Many others speak French, Flemish, and Dutch.

The history of Maastricht goes back to approximately 50 B.C. when Julius Caesar's legions built a settlement near the river Maas. With its rich heritage, Maastricht has plenty to offer. Two of the finest Romanesque churches in the Netherlands the St. Servaas and Onze Lieve Vrouwe (Our Beloved Lady), are landmarks among the winding streets and intimate squares. Following the river Maas downstream, at the St. Pietersberg, you will find an old fortress and the limestone catacombs where Napoleon once carved his name in the soft rock.

Due to an abundance of museums, galleries, exhibitions, concerts, and theatre performances, cultural life flourishes in Maastricht. There is also a wide variety of restaurants, pubs, cafes, and night spots where locals quite naturally mix with students. Maastricht has the highest café density of the Netherlands: 1 café per 350 people versus 1 café per 900 people on average!

### ABOUT THE UNIVERSITY OF MAASTRICHT

The University of Maastricht (UM) is the youngest university in the Netherlands. There are over 13,000 students at the university which makes it very similar to Baylor. It has made a name for itself both in the Netherlands and throughout Europe for its innovative approach to teaching, quality of its research and its international orientation.

More than half of foreign students in the Netherlands study in Maastricht. Hundreds of exchange students study in Maastricht every year. Many of these students will study through the Center for European Studies (CES).



# A SHORT HISTORY OF THE NETHERLANDS

## Ancient Times

Geographically a difficult area to live in, the ancient Netherlands were inhabited by Celtic and German tribes. They enjoyed one very important feature--safety. Its rivers, lakes, wetlands, and woods were impossible to cross for invaders. Only in the 1st century BC did the Roman Empire conquer the southern part of these lands and established an military posts in Maastricht and in Nijmegen.

## Early Middle Ages

As the Roman state got weaker, other Germanic tribes invaded the land. The most powerful of them, the Franks, came in the 5th century and brought Christianity with them. By 800 AD today's Netherlands was a part of the powerful Frankish Empire of Charlemagne. It is in Nijmegen that Charlemagne built one of his palaces. Nijmegen was his favorite residence, while Aachen (in Germany) was the empire's capital.

## Economic Growth in the Middle Ages

After the fall of Charlemagne's Empire (he died in 814), the Low Countries divided into several smaller states ruled by dukes and counts. At the same time, strong economical development made the Netherlands one of the richest areas in Europe. Agriculture along with crafts and commerce, rich towns, and trading links reaching as far as Asia and North Africa, transformed the Netherlands into an area where feudal power has limited while safety of movement and economical activity made sustained growth possible.

## Renaissance and the Fight for Independence

Neighborhood powers--first the Dukes of Burgundy and later the Habsburgs (after the marriage of Mary of Burgundy to Archduke Maximilian of Habsburg in 1477) tried to dominate the Netherlands and introduce their taxation there. In 1555, Charles V of the Habsburg dynasty granted the Netherlands to his son, Philip II, King of Spain. As Philip II was a Catholic and parts of the Netherlands had become Protestant, the Dutch resisted not only the new taxation, but also the intolerance and oppressive methods of the Spanish king and his governor, the Duke of Alba. A long war lasting eighty years began. Dutch national identity developed during this war. In 1581, the Union of Utrecht proclaimed independence from Spain. The new nation suffered a series of reverses in the war, but finally in 1648 the Spanish recognized the sovereignty of the young Republic which was known as the United Provinces.

## Overseas Expansion

Despite the war's destruction and hardship, the Dutch continued expansion overseas and discovered new routes and lands. By the mid-17th century, the Dutch Republic was the biggest maritime power of Europe, and Amsterdam was the most important financial center of the continent. Wars about the domination of the seas with England and wars to resist the growing power of France on the mainland followed.



### 18th and 19th Century

Beginning of the 18th century, with the domination of the big absolutist empires of France, Austria, Russia, and Prussia on the continent, and United Kingdom at sea, the decline of the small Dutch Republic began. Growth of liberal and republican ideas all over the world and resistance to these ideas by the people who ruled the Dutch Republic, led at the end of the 18th century to the creation of The Kingdom of the Netherlands, which after the fall of Napoleon (1815) included also the territories of the today's Belgium and Luxemburg.

The Belgian provinces revolted in 1830 and separated into the Kingdom of Belgium. Luxemburg, although independent, remained united with the Netherlands through its dynasty. Luxemburg finally separated from the Kingdom of the Netherlands in 1890, when the Dutch King William III died without leaving a male heir, which was a condition to rule the Duchy of Luxemburg.

In the second half of the 19th century, through slow but constant economical growth and important constitutional reforms, the Netherlands became a liberal and modern state. During WW I, the Netherlands remained neutral.

### World War II

During World War II the Netherlands was invaded and occupied by the Germans (1940-1945). After two years of relative prosperity, when only the Jewish population was persecuted, the whole country began to suffer the burden of war and increasing German terror. Dutch resistance against the attempts of Nazi Germany to incorporate the Netherlands into the Third Reich during WW II, and the leadership of the Royal Family in the struggle against the occupants, are still alive in the Dutch people's memory.

### Recent decade

After difficult years of reconstruction directly after WW II, the Netherlands sustained in the second half of the 20th century a continuous and fast economical growth. Today the Netherlands is one of the most developed and wealthiest countries in the world. It is a founding member of the European Union, the Euro currency bloc, and NATO. Its head of state is Queen Beatrix of the House of Orange.



## THE DUTCH LANGUAGE

### Dutch pronunciation (*Nederlandse uitspraak*)

#### Where is Dutch Spoken?

The Dutch language is spoken primarily in the **Netherlands (Nederland)**, or Holland, although it is one of the two national languages of Belgium, and there is a small Dutch-speaking minority near **Dunkerque** in **Northern France**. In total there are about twenty million speakers of Dutch.

The **Dutch Alphabet** is identical to English, except that **Q**, **X**, and **Y** are rarely used.

#### Consonants (and combinations)

- b** • like **b** in **boy**
- c** • **c** in **cat**
- ch** • like **ch** in Scottish **loch**
- d** • like **d** in **dog**
- f** • like **f** in **fish**
- g** • like **ch** in Scottish **loch**, never like English **g**
- h** • like **h** in **how**
- j** • like **y** in **yes**
- k** • like **ck** in **back**
- l** • like **l** in **lime**
- m** • like **m** in **me**
- n** • like **n** in **nice**
- p** • like **p** in **pit**,
- r** • rolled/trilled like **r** in French
- s** • like **s** in **sit**
- sch** • between **ch** in Scottish **loch**, and **s** in **sit**
- t** • like **t** in **tape**
- v** • like **v** in **give**
- w** • like **w** in **will**
- z** • like **ds** in **pads**

#### Vowels

- a** • short like **a** in **hard**, but even shorter, or long like **a** in **cat**, but even longer
- e** • short like **e** in **set**, but even shorter, or long like **a** in **lane**
- i** • short like **i** in **bit**, but even shorter
- o** • short like **o** in **hot**, but even shorter
- u** • like **u** in **hurt**, but even shorter, or long like **oo** in **boot**, said with pursed lips

## Diphthongs, Double Vowels, and Triple Vowels

ie – kind of like the ee in seen. (**lied**) song, (**vriend**) friend

eu – made by forming the mouth for the oo in book and then having the tongue lowered and pulled back. (**neus**) nose, (**keuken**) kitchen

oe – like the o in English word do. (**goed**) good, (**zoet**) sweet

ei/ij – makes the same sound in English ay in say. (**rijs**) rice, (**reist**) travels

au/ou – like the ow in now. (**gauw**) quickly, (**goud**) gold

ui – round your lips to make a sound between a Dutch ou and eu. (**huis**) house

aa – this is a combination of Dutch aa and ie. (**draaien**) to turn, (**maaien**) to mow

oei – combination of oe and ie. (**groeien**) to grow, (**vermoeid**) tired

ooi – combination of oo and ie. (**gooien**) to throw, (**mooi**) beautiful

eeuw – combination of ee and oe. (**leeuwen**) lions, (**geeuwen**) to yawn

iew – combination of ie and oe. (**vernieuwen**) to renew, (**kieuwen**) gills of a fish

## Getallen Numbers

Nul Zero

Een One

Twee Two

Drie Three

Vier Four

Vijf Five

Zes Six

Zeven Seven

Acht Eight

Negen Nine

Tien Ten

Elf Eleven

Twaalf Twelve

Dertien Thirteen

Veertien Fourteen

Vijftien Fifteen

Zestien Sixteen

Zeventien Seventeen

Achttien Eighteen

Negentien Nineteen

Twintig Twenty

Eenentwintig Twenty-one

Tweëntwintig Twenty-two (etc.)

Dertig Thirty

Veertig Forty

Vijftig Fifty

Zestig Sixty

Zeventig Seventy

Tachtig Eighty

Negentig Ninety

Honderd One hundred

Tweehonderd Two hundred

Driehonderd Three hundred

Duizend (One) thousand

Miljoen (One) million

Eerste First

Tweede Second

Derde Third

Vierde Fourth

Achtste Eighth

Kwart Quarter

Half Half

Anderhalf One and a half

Tweeënhalf Two and a half

# About the Program

## Dutch (Netherlands) Calendar Months

januari (January)	februari (February)	mart (March)	april (April)	mei (May)	juni (June)
juli (July)	augustus (August)	september (September)	october (October)	november (November)	december (December)

maandag (Monday)	dinsdag (Tuesday)	woensdag (Wednesday)	donderdag (Thursday)	vrijdag (Friday)	zaterdag (Saturday)	zondag (Sunday)
---------------------	----------------------	-------------------------	-------------------------	---------------------	------------------------	--------------------

Yes

**Ja**

Good bye!

**Tot ziens!**

No

**Nee**

Good morning!

**Goedemorgen!**

Please

**Alstublieft**

Good afternoon!

**Goedemiddag!**

Thank you | Thanks

**Dank je wel (Bedankt)**

Good evening!

**Goedeavond**

Excuse me

**Excuseer mij**

Good night!

**Goedenacht**

Hello | Hi

**Hallo, Hoi**

Welcome!

**Welkom!**



## LIVING IN MAASTRICHT

### Dorm

The student dorm is a part of a larger building called "Teikyo." The Maastricht Guesthouse rents out a wing of the Teikyo building for dorms. There is always security personal at the Teikyo front desk. The Maastricht Guesthouse has a desk that is open from 8-5, Monday through Friday. This desk is located next to the Teikyo desk.

Teikyo is also home to a number of doctors' offices which are located in the basement. Some courses will be taught in the classrooms in Teikyo. The cafeteria is located in the Teikyo basement.

The Teikyo building is very secure. Each student will need a key to get into their wing, their floor, and their room. There are ONLY two keys for each double room (ONLY one key for a single). If a key is lost or stolen, the fee is around \$200-\$300 because Teikyo must replace the lock.

If there are problems with any of the items provided by the Guest House, students should ask for a replacement at the front desk Guesthouse window.

Students must take out their own trash—it should not be left in the hallways. The dumpster is located straight out the front door behind the large bike shed. They are also responsible for cleaning their own rooms. Vacuums, brooms and mops may be checked out from the Guest House staff. Some items may be found on each floor.



### **What is provided in the dorm?**

- 2 beds – pillow, bottom sheet and top cover
- 2 desks, 2 closets, 2 bookcases
- 1 TV
- A small dining table
- Flatware, glassware, dishware, some pots and pans and some cooking utensils
- 1 stovetop, 1 mini fridge
- 1 sink

### **What is not provided in the dorm?**

- Top bed sheet
- Dish soap
- Sponges
- Dish towels
- Trash bags
- Laundry detergent
- Cleaning products

### **IMPORTANT NOTE**

There is no microwave or oven, so cooking has to be creative. Try stovetop recipes like the ones found at: <http://bettycrocker.com/recipes/preparation-method/technique/stovetop>

## LIVING IN MAASTRICHT

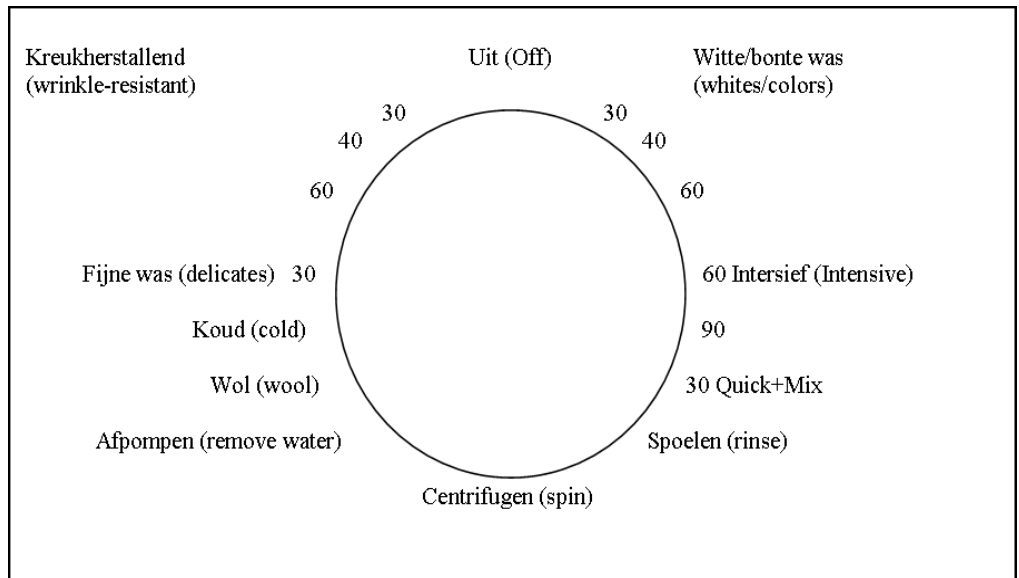
### Laundry

Four washers and dryers are located on each floor. They are free of charge. There are some more washers and dryers in the basement of the Teikyo building, but those washers are coin machines. The machines are small; they will hold half the volume of average American washing machines. They also take about an hour and a half to wash and an hour and a half to dry.

To operate the machines, choose the temperature 30°C, 40°C or 60°C for either “kreukherstellend” (wrinkle resistant) or “Witte/Bonte” (whites/colors). There is a drawer on the left-hand side for soap. Soap goes in the far left slot and fabric softener in the middle. Close the drawer and the door and press start. Once started, the machine will not open until the cycle is finished. See diagram for full options.

Other options:

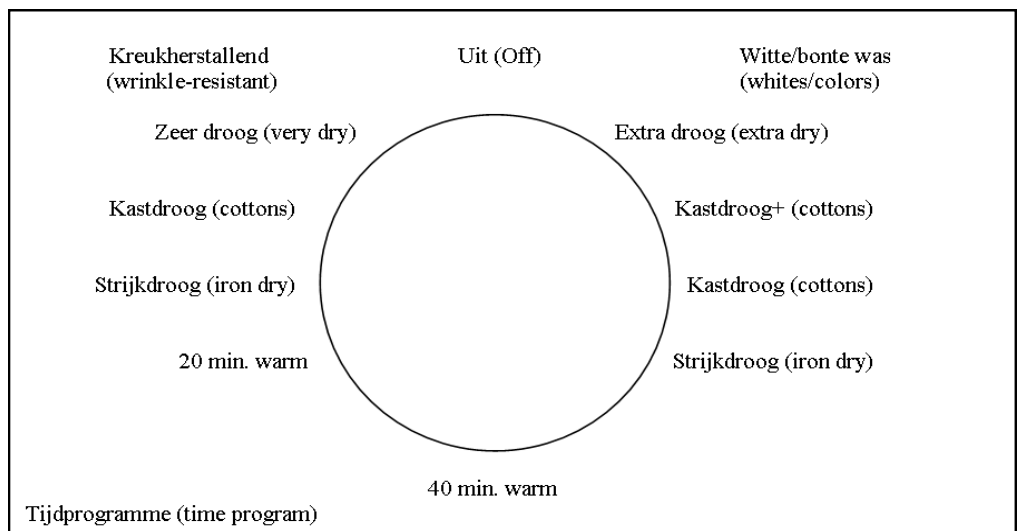
- Vlekken: Stain removal
- Voor-was: Pre-wash
- Anti-kreuk: Anti-wrinkle
- Extra spoelen: Extra rinse



To operate the dryer, select a cycle and press start/stop. The dryer may be opened mid-cycle. See diagram for options.

Other options:

- Voorzichtig: Gentle



### IMPORTANT NOTE

Laundry etiquette: If someone else's washing cycle has finished and there is no other machine available, put the wet load in a dryer and start it. Apply the golden rule and have some laundry etiquette.

## LIVING IN MAASTRICHT

### Shopping

Shops are generally open from 10 a.m. to 6 p.m. Monday through Saturday. Grocery stores stay open until 8 p.m. Some shops (clothing, accessories, etc.) do not open until 1 p.m. on Mondays. Bakeries are closed on Mondays. All stores are closed on Sundays, including grocery stores, with very few exceptions (there is a small convenience store in the train station that is usually open on Sundays). Shops are generally open the first Sunday of every month.

The main shopping area for clothing/department stores is off Market Square and Vrijhof Square. Some shops in this area may stay open late. There is also a large open-air market in Market Square every Wednesday and Friday.



There is also a small shopping mall 0.5km/0.3 mi from the Guesthouse. We will visit this mall during orientation. This is where students can purchase groceries, school supplies, stamps, etc. There are also two ATMs located here. There are two grocery stores, C1000 and Albert Hijn. One of the ATMs is located at the front of Albert Hijn. These stores are almost strictly food and cleaning products. Albert Hijn has a few toiletries and office supplies, but not much.

For toiletries and over-the-counter medicine, students should go to Etos. School supplies, small appliances (kitchen, hair, etc.), party supplies and various other things are available at Blokker or Hema, where there is another ATM. There is also a magazine stand that sells stamps and is located across from Albert Hijn. The shopping mall has clothing stores, bakeries, a chocolatier, a sporting goods store and couple of restaurants.



## LIVING IN MAASTRICHT

### Travel Tips

First and foremost: **plan ahead**. Making plans in advance will, at the very least, help prevent missed trains because of timing, lack of reservation or train schedules being different on different days of the week. This also includes museums/attractions. Some museums offer discounts or are open late on certain days of the week. Attraction hours also vary between seasons (shorter hours/not offered at all during winter).

### Trains:

Most traveling will be done by train with the Eurail pass. Eurail passes can be validated at any train station but must be validated before traveling to avoid a fee. You will be able to validate your Eurail pass during orientation. Passports and Eurail passes should be on hand *at all times* when traveling. Passports should be on hand *at all times*.

The Eurail pass may cover some ferries, for example: from Dover to Calais or Greece to Italy. There is usually a booking fee.



### IMPORTANT NOTE

To check train schedules there are two good sites: [bahn.de/international](http://bahn.de/international) and [www.b-rail.be/main/E](http://www.b-rail.be/main/E)

### Reservations:

Reservation requirements differ depending on the country. The Netherlands and Belgium do not require train reservations. Germany does not require reservations, but they are good to have if traveling on the weekends when the trains are full. Several countries (including France and Italy) require train reservations no matter the type of train or day of travel. These can cost around €3-10, depending on the country. Night trains (City Night Line) and speed trains (Eurostar, Thalys) require reservations and cost considerably more to reserve (starting around €20 at the cheapest). Approximate charges for these trains can be found at the Eurail Web site.

### IMPORTANT NOTE

It is not a good idea to take the last train to anywhere. Connections are often short (less than ten minutes). If a train is even a few minutes late, this could mean a missed connection.

Waiting until the last minute to plan *often* results in sleeping in train stations (this could mean being harassed by strange people or worse) or taking expensive cab rides back to Maastricht in the middle of the night. This is a very big inconvenience that is easy to avoid.

## About the Program

Reservations should be made at the international counter at the Liege train station. Liege is a 30-minute train ride from Maastricht. There are trains between Liege and Maastricht every hour. The people at the international counter speak very good English and are very helpful. They can make a lot of reservations (however not for certain countries, including Italy). They may recommend alternate routes to avoid the high-cost trains (ex. to Paris). Have a plan in mind before going, but ask for better suggestions.



### Planes:

Flying in Europe can be a very inexpensive and fast way to travel. Sites such as **ryanair.com**, **germanwings.com** and **easyjet.com** offer discount flights. The flights are very cheap, but watch out for fees (taxes, luggage, booking fees, check-in fees). Also read the fine print on things like check-in requirements and luggage restrictions. Ryanair is very strict about their restrictions and avoiding any of them will result in extra fees and/or time. During flights the flight attendants make announcements and walk through the cabin selling various products.

### Lodging

There are many choices for lodging when traveling. You can spend as much or as little money as you like. There are four different categories of lodging:

#### Hostels:

Hostels can fall anywhere from cheap to expensive depending on a number of factors—mostly depending on the city in which you are staying. The price also decreases when the number of people in the room increases. For example, in the same hostel you can have a private room/bathroom for €50/night or a 20-person room with a shared bathroom for €10/night. Cost increases the closer you get to the booking date, so plan in advance.

#### IMPORTANT NOTE

Most helpful hostel-finder: [hostelworld.com](http://hostelworld.com)

#### Budget Hotels:

These are 1-2 star hotels that basically offer a place to sleep and sometimes breakfast. They often have in-room internet access.

#### IMPORTANT NOTE

Most helpful budget hotel finder: [hostelworld.com](http://hostelworld.com) or Google “budget hotel”

#### 3-4 Star Hotels

These are pretty self-explanatory. These are the nicer hotels including American chains like Best Western, Marriot or Crowne Plaza.

#### IMPORTANT NOTE

Most helpful hostel-finder: [hotels.com](http://hotels.com), [bookings.com](http://bookings.com) or [priceline.com](http://priceline.com)

#### Apartments/Flats/Houses

There are a lot of apartments (or even country cottages) for rent in and around most cities. Depending on the owner, they can be rented for various lengths of time (1 night to 1 month). Price varies according to location, time of year, the number of nights and the number of people. Depending on the price of the flat and the number of people, it is very possible to stay in a flat for less than it would cost to stay in a hostel.

#### IMPORTANT NOTE

Most helpful hostel-finder: [hosthomedays.co.uk](http://hosthomedays.co.uk)



### **Cafeteria and Meals**

Students will be given two meals a day (breakfast and dinner) on Monday through Wednesday. Thursday morning they will be given breakfast. On the weekends (Thursday night through Sunday night) students will be given meal money. The cafeteria will be closed during holidays and during the month of individual travel. Students will be given meal money when the cafeteria is not open.

The cafeteria is located in the basement of the Teikyo building. Dinner is always a 3 course meal with dessert. It is simple but students are usually pleasantly surprised. The meals times are strict. Students should make sure to eat during the specific times indicated on their schedules.

#### **IMPORTANT NOTE:**

Students **MUST HAVE THEIR MEAL CARD** to enter the cafeteria (**NO EXCEPTIONS!**)

## Bike Policies

The program has purchased several nice town bikes for students to use while in Maastricht. These bikes are located in a special shed that Baylor rents from Teikyo. Each student will be given a key to the shed and a bike lock. There will be a €50 deposit for the bike.

### **Bike Checkout**

- Deposit: 50 Euros (refundable upon return of the bike, lock and keys)
- Lost or stolen bikes = nonrefundable deposit
- Stolen bikes should be reported to the police

ALL bikes, locks and keys must be returned BEFORE the first day of individual travel

## Behavior Policies

While abroad on the Baylor in Maastricht program, each student is representing Baylor University. ***Students must abide by the rules and dates of the program and follow instructions given by the director in regards to the program. Failure to do so may result in the participant's termination from the program.*** This includes such matters as notifying the graduate assistant and director of travel plans, attending all classes, abiding by Baylor's code of conduct, and generally behaving (such as restricting themselves from drugs, alcohol abuse, and being disruptive or unlawful).

All students are required to read and sign three documents from Baylor Risk Management before leaving on any study abroad program. These include: General Release, Code of Conduct, and Medical Release forms. Below are selections from the documents as a reminder of what you signed before departing for Maastricht.

### Adult Participant General Release and Indemnification Agreement:

"...I hereby expressly assume all the risks associated with the PROGRAM, having familiarized myself with risks of travel..."

"I acknowledge that the decision to travel is my sole responsibility and that I am responsible for my own personal safety.

### Adult Medical Information and Release:

"I fully realize that injury or illness could result from or during my participation in the PROGRAM. In case of accident or illness, I give my permission to receive medical treatment as deemed appropriate and to release any and all medical records which have been provided by Baylor University to any health care provider rendering such treatment. I will assume responsibility for any medical bills."

### Contractual Release and Code of Conduct Acknowledgement

"Baylor is entitled to withhold from any refund I may be otherwise be entitled to any amounts paid by Baylor to third parties and which are not returned to Baylor, as well as any expenses incurred by Baylor."

"Because I represent Baylor University, I understand that a high standard of conduct is expected from program participants, and that failure to comply with rules of conduct may warrant dismissal from the program. I further understand and agree that Baylor, **for any reason it deems proper**, reserves the right to modify, change, or **cancel my participation** in any part of this foreign study program."

## CULTURE SHOCK

The term “culture shock” is used to describe the anxiety and feelings (of surprise, disorientation, confusion...etc.) felt when people have to operate within an entirely different cultural or social environment. It grows out of the difficulties in assimilating the new culture, causing difficulty in knowing what is appropriate and what is not. Often this is combined with strong disgust (moral or aesthetic) about certain aspects of the new or different culture.

### Phases of Culture Shock

#### **The Honeymoon Phase**

The differences between the old and new culture are seen in a romantic light, wonderful and new. For example: in moving to a new country, one may love the new foods, pace of life, and buildings.

#### **The Negotiation Phase**

After a while, minor differences between the old and new culture are resolved. For example, one may long for food the way it is prepared “back home,” or may find the habits of the people in the host country are annoying...etc.

#### **The “everything is OK” phase**

New culture no longer feels like a new culture. For example, one may grow accustomed to the difference and developed routines.

#### **Reverse Culture Shock**

Returning to home culture after growing accustomed to a new one may produce some of the same effects as described above.

### Coping with Culture Shock

Here are some tips to cope with culture shock or avoid it before you go abroad.

- **Learn about your host country:** Guidebooks, history books, and other studies can be used to discover more about your host country's beliefs, foods, education, sports...etc. You can also investigate the Baylor University Library and local library.
- **Travel Books:** Travel guidebooks like *The Lonely Planet series*, *Let's Go*, and *Rick Steve's* are essential for information about travel on a budget, lodging, restaurants and sites of interest. They are especially useful for exploring the cities and countries near the site of your program.
- **Culture Gram:** These are available for over 110 areas of the world and give a brief overview of the country, its institutions and its customs. To order a “culture gram,” call 1-800-528-6279 or visit [www.culturegrams.com](http://www.culturegrams.com).
- **Other Ideas:** Avoid being offended, offending locals, or being engaged in any more general cultural misunderstandings. Take time out and rest away from the culture to help reduce the “shock” of adjustment.

(some information provided by Wikipedia)

## HEALTH AND SAFETY

### Health Insurance

Baylor has purchased international health insurance through your program which is valid from the first day of the program to the last day of the program. This health insurance is good for issues which occur and are treated overseas. Each student will be provided with an insurance card and information about their policy.

Your international health insurance has been purchased from Academic Health Plans. Although the program has purchased this health insurance, **it is up to the student to understand the policy and contact Academic Health Plans about claims and information.**

For any questions please contact:

Academic Health Plans  
1005 Glade Road  
Colleyville, TX 76034  
Phone: 817-479-2100

website: <https://www.academichealthplans.com/baylortravelabroad/2009-2010/>

### International SOS

As a part of the ongoing crisis management planning and response, Baylor University contracted with the company International SOS (ISOS) to provide worldwide emergency travel assistance and evacuation services for all authorized participants of Baylor sponsored programs or projects (activities) while traveling abroad.

The services provided by ISOS range from telephone advice and referrals to full-scale evacuation. The ISOS network of multilingual specialists operates 24 hours a day, 365 days a year from ISOS Alarm Centers around the world. The coverage is designed to supplement policies, procedures and support, which Baylor already has in place or in development.

Student must keep an up-to-date record of their travels through ISOS in case of an emergency and ISOS and Baylor need to get hold of the student or evacuate them. Follow the guidelines below for registration and reporting travel plans.

Log on to [http://www.internationalsos.com/members\\_home/login/login.cfm?CFID=23469472&CFTOKEN=96800706](http://www.internationalsos.com/members_home/login/login.cfm?CFID=23469472&CFTOKEN=96800706)

Member number: 11ASGC000003

Fill out "Emergency Records" (takes about 20 minutes)

Fill out "Personal Travel Record"

Sign up for Email Alerts about Europe (optional)

#### IMPORTANT NOTE

**International SOS is NOT health insurance.** All requests of reimbursement for medical care received abroad should be submitted to Academic Health Plans.



## **Staying Healthy**

We understand that the students participating are adults, however, we strongly suggest, prior to departure, each participant meets with the person designated as their emergency contact and discuss communication, finances, and safety (as these are the areas that are often of the most concern). Students are expected to make wise decisions using forethought and good advice. It is the student's responsibility to understand all matters related to their time abroad.

Despite all precautions, total safety cannot be guaranteed while abroad any more than it can be guaranteed in the United States. In spite of this, the Center for International Education (CIE) at Baylor University do whatever we can to maximize the safety of those participating in our study abroad programs.

Students should make plans with their emergency contact (family members). What will you do in certain medical emergencies? What will you do in money emergencies (deposit money into an account that can be accessed overseas?). This should be done prior to leaving on a study abroad program.

Below are some health and safety tips while traveling abroad.

### **Medications**

If you require prescription medication you must take an adequate supply with you for the duration of your program. It is advised that you take enough to cover an extra two weeks in case there is need or an emergency. All prescription medication must be taken in your carry-on and kept in their original labeled containers. A copy of the prescription should be carried with you.

It is the student's responsibility to inform the program director of any regular medical care needs. Students should inform the program director at the beginning of the program.

### **Coping with Jet Lag**

Many students will experience jet-lag during the first week of their program and the first week after their program. Jet-lag is caused by traveling across time-zones. Europe is a 6-7 hour difference from the United States. Below are some tips for getting over jet-lag:

- Get plenty of rest before the trip begins
- If you are arriving at your final destination in the morning: try sleep on the plane.
- If you are arriving at your final destination in the afternoon/evening: try to stay awake on the plane and sleep once you have arrived
- Reset your watch to the time of your destination country as soon as you get on the plane
- Drink water

## **Staying Safe**

### **Money**

The currency in most of Europe is the Euro. The currency in the United Kingdom is the British Pound. It is strongly advised that students check the currency exchange before they leave and continue to check it while they are abroad. This can be checked at [www.oanda.com](http://www.oanda.com).

## Money FAQ's

### What type of exchange is best? Cash? Credit card? Checks? Traveler's checks?

Do not plan on being able to write personal checks while overseas. Cashing a personal check is also very difficult (nearly impossible) abroad.

We advise students do not use traveler's checks as the fees and conversion rates can be very inconvenient. It is also difficult to find a place to exchange or accept your traveler's checks. However if students still wish to purchase traveler's checks, these can be purchased through American Express, Thomas Cook, Visa, AAA Travel Services, and usually personal banks.

Most students use their debit and credit cards while studying abroad. They use these cards to withdraw money from the ATM. Most restaurants and stores will take MasterCard and Visa. Students should make sure to ask their bank about local fees for withdrawing money overseas. Some banks will charge a fee for making money conversions. Students should inform their banks and credit cards of travel plans so that their cards are not frozen upon arrival in the country.

### MONEY TIPS

Carry one card on you and leave the other one in a safe place (your dorm) in case one is stolen.

Make copies of the front and back of all debit and credit cards.

Students should have a small amount of cash on them for situations in which a credit card or debit card is not accepted. However, students should never carry large amount of cash! US dollars will get the worst exchange rate. However, it may be a good idea to take some US dollars with you in case there are issues with your credit or debit card.

### Are some banks better than others when it comes to withdraw fees?

So far we have not found a bank that is better than another bank for mainland Europe. Most of the banks near the student housing in Maastricht are ING. In the United Kingdom, Barclays has a partnership with Bank of America. Students who withdraw money from Barclays using their Bank of America card will not have a withdraw fee.

### Where is the best place to keep my money and credit card?

Students are strongly encourage to purchase a money belt which can be hidden under their clothing. This is the best place to keep cash, credit and debit cards, passports and the Eurail Pass. Students should NEVER keep money in their pockets or in a pocket on the outside of their back-pack. Students should also spread money out, leaving some at their dorm in another separate area. Purses and wallets are never a good idea as these draw attention and are most likely to get stolen.

## General Safety Tips

Europe is NOT a third world country. Most of the problems our students find are petty thefts and crimes. Pickpockets are the biggest issue our students have in Europe, especially the further south and east you go in Europe. Below are a few tips about pickpockets:

- Carry money, passport, and Eurail in a money belt which is to be worn under your clothes
- Do NOT carry items such as laptops, purses, wallets, briefcases...etc. as these are major targets for theft and pickpockets
- Children, elderly, and a woman carrying a baby can be a pickpocket. Be aware of groups, especially if you are in close proximity with other people
- Move with a purpose as not to seem lost
- If you are in a situation in which you are confronted (especially if there is a weapon involved) DO NOT FIGHT BACK. ALWAYS give up your valuables in these situations. Your money and passport can be replaced...your life cannot

Most students who make wise decisions find they have a safe and wonderful experience while abroad. Students should use the same common sense traveling overseas that they would if they were to stay in the United States. Below are a few safety tips to help you make wise decisions.

- Try not to look too American. Wearing flip-flops, baseball caps, talking loudly and getting drunk make you look American and can make you a target for pickpockets and other crimes.
- Do not travel alone. Travel in groups of 3-4 and when possible make sure there is at least one male in the traveling group.
- Stay in larger, safer hostels. When possible use the Recommended Hostel List. If not, check websites (such as [www.hostelworld.com](http://www.hostelworld.com) or [www.hostel.com](http://www.hostel.com)) and choose the hostel based on the safety and cleanliness
- Bring a lock and key for your belongings while traveling
- Make copies of all of your important documents and leave them in your dorm
- Be aware of strangers who offer bargains and do not discuss travel plans with strangers
- Always let someone in your group know where you are going and when you plan to return
- Be especially cautious on overnight train rides as this is the time when most of our students have had valuable items stolen.

Many of these items are common sense. However, you will be surprised how many students go into "tourist" mode while overseas. They think "Why not? When will I ever be in Europe again?" This causes them to make unwise decisions which they usually would never make if they were here in the United States.

Foolish decisions will put you in circumstances where you could be badly injured, disturbed or taken advantage of. Do not make obviously foolish decisions. Be smart; be safe.

## Legal Issues

When you are in a foreign country, you are subject to its laws and jurisdiction, NOT the protection of the US Constitution. You can be arrested overseas for actions which may be either legal or considered minor infractions in the United States. Below are examples of offenses in which U.S. citizens have been arrested while abroad:

- Drug Violations: More than 1/3 of U.S. citizens incarcerated abroad are held on drug charges. Many countries have mandatory sentences – even for possession of a small amount of marijuana or cocaine.
- Possession of Firearms: Firearms, even those legally registered in the U.S., cannot be brought into a country unless a permit is first obtained from the embassy or a consulate of that country and the firearm is registered with foreign authorities on arrival. These cannot be brought back to the U.S. unless they are registered with the U.S. Customs before leaving the U.S.
- Photography: In many countries you can be harassed or detained for photographing such things as police and military installations, government buildings, border areas, and transportation facilities.

When in doubt, ask permission.

## What if...

### ...I have a medical emergency?

1. Go immediately to the closest hospital for treatment. In Maastricht, this would be, **Academic Hospital Maastricht (azM)**  
**P. Debyelaan 25**  
**6229 HX Maastricht**  
**Phone: 043-3876543**
2. Upon arrival present your student insurance card along with other requested ID. The staff speaks decent English
3. Contact Scholastic Emergency Services Operations Center (refer to Academic Health Plans Reference # 01-AA-AHP-05054) at: 1-609-452-8570 (outside the USA) or email: [medservices@assistamerica.com](mailto:medservices@assistamerica.com)
4. Keep all receipts and make claims through Academic Health Plans
5. Contact ISOS and report the incident (refer to member # 11ASGC000003)) at: 44-20-8762-8008 (London)

### ...I need non-emergency medical attention?

1. CES maintains a list of English-speaking physicians in Maastricht along with their addresses and phone numbers (see CES booklet). In the past, Baylor students have gone to the family practice in the Teikyo building (in the basement, near the exit closest to the Brusselse Poort). Typically they charge €25-35 for an office visit and can issue prescriptions.
2. Contact Scholastic Emergency Services Operations Center (refer to Academic Health Plans Reference # 01-AA-AHP-05054) at: 1-609-452-8570 (outside the USA) or email: [medservices@assistamerica.com](mailto:medservices@assistamerica.com)
3. Keep all receipts and make claims with Academic Health Plans
4. Contact ISOS and report the incident (refer to member # 11ASGC000003)) at: 44-20-8762-8008 (London)

### ...I lose my passport?

1. Go to the closest police station and file a report. Keep a copy of the report
2. Collect information (number, when issued by whom, expiration date...etc.) which was on the lost passport from your family, the program director, or the coordinator of your program (Wendy Moore or your CES coordinator).
3. Get new passport photos and go to the closest U.S. Consulate or embassy to replace the passport. An updated list of U.S. embassies and consulates abroad, with addresses, phone numbers and recommended procedures, can be found at: [usembassy.state.gov](http://usembassy.state.gov)
4. Once you have obtained your new passport, provide the pertinent information (number, when issued, by whom, expiration date..etc.) to your family, the program director, and the coordinator of your program (Wendy Moore and your CES coordinator).

### ...I lose my Eurail Pass?

1. You will need to purchase a new pass or buy point-to-point train tickets, depending on what point in the program you lost your Eurail Pass. Eurail Passes can only be purchased in the U.S. so you may want to ask a family member to purchase a one-month pass and send it to you. If you lose your pass during the end of the program, you may want to purchase point-to-point tickets for the remainder of your travels.

### ...I lose my credit/debit cards, driver's license, cash, or any other possessions?

1. Cancel your credit/debit cards or have your family help do this. Do this immediately.
2. Go to the closest police station and file a report. Retain a copy of that report. If something happens in Maastricht, the nearest police station with jurisdiction is  
**Politie Limburg-Zuid**  
**Prins Bisschopsingel**  
**536212 AB Maastricht**
3. Contact the issuing banks and providers to have cards (and/or traveler's checks) reissued
4. Contact ISOS and report the incident (refer to member # 11ASGC000003) at: 44-20-8762-8008 (London)
5. If you are short on cash and have no one around to help out, contact the U.S. consulate or embassy. In Maastricht, the program director and/or CES can help.
6. Report lost driver's licenses to your state issuing agency and get new one upon return to U.S.

### ...I lose my meal card and/or my room key?

1. Contact the front desk and program director immediately. For safety reasons and as a matter of policy, Teikyo replaces all locks for which missing keys have been reported. They will charge the student at least €165.00 to have the lock and key(s) replaced. Baylor will be charged with the cost and pass it on to the student. You will not graduate until lit is paid.
2. Lost meal cards are replaced at a cost of €25.00 by the Teikyo staff.

### ...I have problems with my dorm room's appliances, lighting, furniture, wireless internet...etc.?

1. Contact the front desk. If problems are not fixed in a reasonable amount of time, contact the program director. Do not wait until your departure day to have these problems fixed because you may end up paying personally for any unreported damage.

## KEEPING IN CONTACT

### Types of Communication While Abroad

#### Cell Phones

Students are **REQUIRED** to have a **cell phone** during their semester in Europe. This is very important because students frequently travel away from Maastricht and Baylor or the program director must be able to find them in case of an emergency. Every student is responsible for recording their international cell phone in [bearsabroad.baylor.edu](http://bearsabroad.baylor.edu).

There are several ways to get a cell phone overseas. The following are some suggestions:

- Check with your current cell phone provider to see if your phone and provider can make and receive calls internationally. This can be a more expensive.
- Use your current cell phone (check with your provider to see if it works internationally) and purchase a SIM card from an outside provider
- Purchase a "pay as you go" phone after arriving in Maastricht. These typically cost between 20 and 40 Euros and you can add minutes as needed. Incoming calls into the Netherlands are free as well as a certain amount of text messaging.

#### E-Mail

Wireless access will be provided in each dorm room in Maastricht. There are computer facilities available at the University of Maastricht. This will be a great way for students to communicate with those at home while they are in residence.

#### Skype

In addition, students and parents may want to download Skype at [www.skype.com](http://www.skype.com) and make phone calls through an internet connection for free. Students will need a computer and headset (or microphone and earphones).

#### Calling Cards

A calling card can make calling home much easier. One must have the country codes in order to utilize these cards.

#### IMPORTANT NOTE

The international access codes (first numbers dialed when making international calls) are **011** if you're calling from the US, or **00** if you're calling from Europe.

#### Mail

Letters and packages are always welcome. Below is the address for students in Maastricht:

Name of Student  
Center for European Studies  
Student Services  
Universiteit Maastricht  
Bonifatienstraat 2  
6211 KL Maastricht  
The Netherlands

## Emergency Contact

Dr. David Longfellow	Program Director, Spring 2011	254-315-8937 (cell) [please only call in an emergency] David_Longfellow@baylor.edu
Ms. Wendy Moore	Coordinator of Semester Abroad Programs Baylor University	254-710-1258 (direct line) 254-710-1461 (main office) Wendy_Moore@baylor.edu
Severine Dufour	Program Coordinator Center for European Studies University of Maastricht	+31 (0)43 388-5282 Severine.dufour@maastrichtuniversity.nl
U.S. Consulate General	Amsterdam	+31 (0)20 575-5309 +31 (0)70 310-9499 (after hours)
Mr. Michael Morrison	Director Center for International Education (CIE) Baylor University	254-710-2657 or 2618 Michael_Morrison@baylor.edu
Teikyo Building	Reception Area (Students and director can be contacted here)	+31 (0)43 346-7300 (24 hrs/day)
General Alarm #	For emergencies only (police, fire, ambulance)	112 (from public or mobile phone)
Non-Life Threatening Situations	police, fire, ambulance	0900 8844 (general) (00)31 (0)43 400-6700 (general) (00)31 (0)43 350-5371
ISOS 24-Hour Alarm Centers	Calling from Europe	44-20-8762-8008

### **Medical Services (area doctors):**

Huisartsenpraktijk De Poort  
At the location Becanusstraat 15  
6216 BX Maastricht  
phone: (00)31 (0)43 347-5550  
emergency phone: (00)31 (0)43 343-7940

Huisartsenpraktijk Annadal  
At the location Becanusstraat 15  
6216 BX Maastricht  
phone: (00)31 (0)43 343-6685  
(Becanusstraat is part of the Teikyo complex)

### IMPORTANT NOTE

The international access codes (first numbers dialed when making international calls) are **011** if you're calling from the US, or **00** if you're calling from Europe.



## Important Addresses and Information

### **Maastricht University**

Center for European Studies (CES)  
Bonnefantstraat 2  
6211 KL MAASTRICHT  
THE NETHERLANDS  
Phone: +31 (0)43 3885282  
Fax: +31 (0)43 3885290

### **Teikyo/Maastricht University Guesthouse**

Brouwersweg 100  
6216 EG Maastricht  
THE NETHERLANDS  
Phone (Guesthouse): +31 (0)43 346-7220 or 346-7210 (Monday-Friday: 8:30-5:00)  
Phone (Teikyo desk): +31 (0)43 346-7300 (24 hrs/day)

### **Director Apartment**

Volksplein 18a  
6214 AL Maastricht  
The Netherlands



## Advice

You are not going to a third world country. You can buy most of things you need at the grocery stores in Maastricht.

## Toiletries: (can be purchased in Maastricht)

- Soap
- Toothpaste/Toothbrush
- Floss
- Nail clippers
- Q-tips/cotton balls
- Deodorant
- Lotion
- Shampoo/conditioner
- Razor
- Brush/comb
- Contact solution/case/glasses
- Make-up
- Feminine products
- Travel size containers for side trips
- Towel (suggestion: bring the fast drying towels)

## Health:

- First aid kit
- Cold medicine (Tylenol, Ibuprofen...etc.)
- Vitamins
- Prescription medications (3 months worth + 2 weeks)

## Documents:

The following items should be packed in your carry-on. DO NOT pack in your suitcase. You should pack COPIES of the following items in your suitcase

- Passport (you will need this to board international flights)
- International Health Insurance card
- ISOS card
- Credit/debit cards
- Student ID
- Emergency Wallet Card

## School Supplies

- Pens
- Pencils
- Paper/Notebook
- USB drive
- Laptop
- Planner
- Calculator

## Miscellaneous

- Money bag or belt
- Large backpack
- Plastic bags
- Small luggage locks
- Large lock
- Travel alarm clock/watch
- Camera
- MP3 player
- Address book
- Journal
- Books/magazines
- Baylor course books
- Sunglasses
- Umbrella
- Cell phone (if using US phone while overseas)

## Optional

- Converter/adaptor (the Netherlands uses 220 volts AC, 50 Hz. Two-pin European-style plugs)
- Laundry bag
- Bed sheet
- Pillow
- Umbrella

## Clothing (spring)

### **General**

- Winter coat
- Waterproof jacket
- Waterproof shoes
- Jeans
- Other pants
- Long-sleeve shirts
- Short-sleeve shirts
- One or two nice outfits (some students suggest this for nice outings)

### **Undergarments**

- PJ's
- Undershirts
- Underwear (long underwear or underarmor)
- Warm socks

### **Other**

- Flip-flops (for shower)
- Robe

## Academics

### To Do:

- Met with degree advisor about courses planned for semester abroad
- Registered through Wendy Moore (Coordinator of Semester Abroad Programs)
- Checked course equivalencies on BearWeb
- Turn in all study abroad forms
- Purchased Baylor course books

### To Pack:

- Copy of academic advising form
- Baylor course books

### IMPORTANT NOTE

All courses are **FINAL** once the semester has started at Baylor. Make sure you are registered in the **CORRECT** course equivalencies. You WILL NOT be able to change this when you return and you WILL receive a grade for courses listed on BearWeb!

## Health

### To Do:

- Read the CDC report for the countries I plan to visit
- Received appropriate vaccinations as recommended for the area
- Informed director and CIE office of pre-existing conditions which may affect participation in program.
- Give my emergency contact person information about health insurance

### To Pack:

- International Health Insurance card
- Prescription medication (adequate for duration of stay plus two extra weeks)
- Prescription medication are in original containers from pharmacy
- Copy of prescripts for prescription medication

## Safety

### To Do:

- Read the Consular Information Sheet for the countries I plan to visit
- Research safety issues in the areas I plan to visit
- Distribute contact information and itinerary to my emergency contact person
- Distribute contact information and itinerary to program director
- Planned for medical emergencies

### To Pack:

- Copy of passport
- Copy of bank information (leave one at home)
- ISOS card

## Money

### To Do:

- Paid program fee in full by Cashier's deadline
- Notify bank/credit card company about travel abroad
- Filled appropriate financial aid paperwork and/or met with Baylor Financial Aid Department
- Left a copy of credit/debit card with emergency contact person
- Planned for money emergencies

### To Pack:

- Credit/debit card
- Copies of credit/debit cards
- Emergency cash

## Communication

### To Do:

- Researched the best international cell phone plan for my needs
- Purchase/plan to purchase a cell phone for use in Europe
- Discuss communication with emergency contact person

### To Pack:

- Emergency contact information
- Cell phone
- Important addresses and phone numbers

## General

### To Do:

- I have read the contents of this handbook
- I have attended the Pre-Departure Orientation
- I have gone through the recommended packing list

### To Pack:

- Pre-departure booklet

**NOTES:**



***Baylor University***

Center for International Education

One Bear Place # 97381

Waco, Texas 76798-7381

Contact: Wendy Moore (Wendy\_Moore@baylor.edu or 254-710-1258)