

**Pre-Departure Forms for Northwestern University
Summer 2011 Study Abroad Programs**

STUDENT NAME: _____

STUDENT ID NUMBER (Northwestern students): _____

PROGRAM: _____

The Study Abroad Office may include my information (including name, program, major, and email address) on the Outbound Student List distributed to outbound study abroad students, and in the secure Returnee Contacts section of the study abroad website. Yes No

Pre-Departure Checklist

Due May 6:

- Health Assessment Form
- Study Abroad Code of Conduct
- Study Abroad Health Insurance Coverage Confirmation Form
- Copy of HTH Insurance receipt showing proof of insurance
- Copy of passport photo page
- Flight payment: send a check in the amount of your flight to 620 Library Place, Evanston, IL 60208. You will be notified in April as to the cost of your flight.

Other Requirements:

- Northwestern students: Attend the mandatory Pre-departure Orientation on Monday, May 23rd from 6-8pm in Norris.
- Register with International SOS. After we send you your flight information, you are required to register with a security and travel assistance program, International SOS. See http://www.northwestern.edu/studyabroad/outbound_students/International_SOS.html for details. *Once you have registered, send us a copy of your registration page.*
- Maintain satisfactory academic performance and a clean disciplinary record.

HEALTH ASSESSMENT FORM

To enhance your well-being abroad, we require that you participate in this personal health assessment. Study abroad often presents participants with physically and emotionally challenging settings and activities. You are likely to find that familiar medications, support networks and health services may not be available in your host country. This assessment form asks you to think about these issues and, as necessary, consult with medical or study abroad professionals to ensure your well-being. It is often possible to make special accommodations while abroad, but you are responsible for recognizing your needs and seeking appropriate assistance. Please complete this form with care, answering all questions accurately and thoroughly.

The information you disclose will be treated confidentially by study abroad staff and will not affect your admission to study abroad. This form will be shared with on site program staff so they can evaluate their resources, work with you to arrange the support you may require, and be prepared to assist you should the need arise. Please note, however, that the prime responsibility for your well-being necessarily rests with you. Submission of this form does not place any obligations on Northwestern University or its agents.

Full Name:			
	Last	First	Middle
Program:		Term:	

PART A: SELF-ASSESSMENT CHECKLIST

1.	Do you have any disabilities for which you will need accommodations abroad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Do you have any food, drug or other allergies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Are you on a restricted diet either by choice or medical necessity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Does travel to your host country require any immunizations? Consult the Centers for Disease Control & Prevention website (www.cdc.gov/travel) to review the required and recommended immunizations for the country(ies) to which you plan to travel. Also keep in mind any personal travel you may do outside of your host country.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Do you plan to take over-the-counter or prescription medications while abroad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Have you been treated in the last three years, or are currently being treated for any of the following conditions? <ul style="list-style-type: none"> • General: Alcohol/Substance abuse, Eating Disorder, Immunodeficiency, Severe Migraine, Seizure Disorder • Respiratory: Asthma, Tuberculosis • Gastrointestinal: Crohn's Disease, Ulcerative Colitis • Infectious Diseases: HIV/AIDS, Hepatitis • Endocrine: Diabetes • Other Chronic Medical Condition(s) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Have you been treated in the last three years, or are currently being treated for any of the following conditions? <ul style="list-style-type: none"> • Mental Health: Anxiety Disorder, Bipolar Disorder, Depression, Obsessive/Compulsive Disorder • Other mental health condition(s) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART B: REQUIRED ACTION BY STUDENT

Please think about how the issues or conditions in Part A might affect you while abroad.

- Will maintaining your health and well-being present you with special needs or challenges?
- Have you checked to be sure familiar medications, necessary foods or special accommodations will be available abroad?

Please select one of the following statements:

- I have assessed my needs and believe I can accommodate them successfully on my own.
- I answered *yes* to one or more of questions #1-5 in Part A and would like to learn more about challenges I may face abroad and how I or program staff can make special accommodations to ensure my success. I will call the study abroad office coordinating my program (contact information listed on the following page) to make an appointment with my study abroad adviser well in advance of my program's departure date.
- I answered *yes* to question #6 or #7 in Part A and understand that I must:
 - Submit Part C to the study abroad office coordinating my program (contact information listed on the following page) after having it completed by the physician providing care for my indicated condition or by another physician qualified to advise on my care.
 - Sign a release form with my healthcare provider if I would like my provider to share relevant information with the Study Abroad Office.

I certify that all responses I have provided herein are true to the best of my knowledge. I assume responsibility for my well-being and will provide information to the study abroad office regarding any changes in my health that may affect my participation or safety in the program. Submission of this form does not place any obligations on Northwestern University or its agents. I consent to sharing this form and related information with my educational program provider abroad.

Signature: _____

Date: _____

Printed name: _____

PART C: HEALTHCARE PROVIDER EVALUATION

All students who answered *yes* to question #6 or #7 in Part A must meet with a healthcare provider and submit this completed and signed form to the study abroad office coordinating the student's program.

To the healthcare provider: Thank you for taking the time to meet with this study abroad student and complete his/her form. This student has been treated for one or more of the conditions or events listed in Part A, number 6 or 7 of this form over the past three years. Living and studying in an unfamiliar environment can trigger physical and emotional stress and exacerbate current health issues. Familiar or reliable healthcare or medications might not be readily available to the student in his/her host country. Please contact the coordinating Study Abroad Office (contact information below) if you need further information about a program abroad.

You are asked to:

- Discuss the student's medical situation with him/her in light of how it may affect the student's study abroad experience.
- Ask the student about the study abroad location and the demands of the specific program.
- Advise the student regarding how potentially dramatic changes in climate, diet, living arrangements, social life and study demands may affect him/her abroad.
- Discuss possible accommodations the student should make or discuss with staff at the study abroad office.

To be completed by healthcare provider:

- I have met with the student to discuss his/her medical condition as it relates to his/her intended study abroad program.
- I have encouraged the student to seek the advice of staff from his/her coordinating study abroad office to make accommodations supporting a successful experience abroad.

Name of Medical Professional: _____ Title: _____

Address: _____

Phone number: _____

Signature: _____ Date: _____

2011 Code of Conduct for Northwestern Summer Study Abroad Programs

The Study Abroad Office holds students responsible for understanding and abiding by the policies set forth in this document, as well as the *Study Abroad Pre-departure Guide*. These policies are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students.

I. The Code of Student Conduct

Students who participate in Northwestern Summer Study Abroad programs are representatives of Northwestern and their country for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the Study Abroad Office, the Program Director, the on-site program staff, their dormitory, hotel or homestay hosts. Any student who engages in disrespectful, hostile, or violent behavior that threatens him/herself, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense, with no refund. Students studying abroad for academic credit on any Northwestern program who violate Northwestern rules and regulations—including Northwestern Study Abroad rules and regulations—may be subject to further disciplinary action upon returning to Northwestern.

Students participating in a Northwestern Summer Study Abroad program are expected to take responsibility for their own actions and will be held accountable for such by the Northwestern Study Abroad Office, the Program Director and/or the on-site program administrators. Students are expected to abide by this Code of Conduct, the Code of Conduct set forth in the Northwestern Student Handbook, and the laws and customs that govern the host country where they are studying. Students are legally subject to the same laws and regulations that govern the host country's citizens and any other laws that are applicable to the student as a foreign citizen in the host country.

In addition to the rules and regulations identified above, the following is a non-exhaustive list of prohibited activities:

- Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person (including oneself).
- Obstruction of Northwestern University or host university classes or obstruction of other Northwestern or host university activities.
- Theft of or vandalism to property.
- Unauthorized entry to or use of Northwestern or host university facilities or technology.
- Disorderly, disruptive, threatening or intimidating conduct, gestures or actions.
- Violations of residential guidelines and/or rules established by hosts, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Criminal behavior or violation of local laws.
- Violation of any policies contained in this document and/or the *Study Abroad Pre-departure Guide*.
- Failure to follow the Northwestern Study Abroad guidelines, directives, timetables, and instructions of the Northwestern staff or faculty members.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential Northwestern or host university academic, administrative, or personal records.
- Falsification or alteration of academic or personal records, including, but not limited to, any unauthorized alteration of transcripts or grade reports, any verbal or written misrepresentation of student records, falsification or unauthorized alteration of any portion of the application for admission or financial aid or other official documents required for participation in a Northwestern Summer Study Abroad program.
- Permanent or temporary diversion of academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials or technological materials.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting of dangerous places, association with criminals, repeated intoxication, etc.
- Alcohol or drug policy violations. (See Section III on following page).

II. The Academic Honor Code

Students enrolled at Northwestern must adhere to the university's standards of academic integrity. Students are expected to approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Students agree to be fully prepared for each class session and to complete a full load of academic work as determined by the program. Further, because courses abroad are designed to integrate classroom work with the local sites, regular class and field trip attendance is mandatory. Students who fail to attend will be subject to immediate disciplinary action and may be dismissed from the program.

Students also agree not to violate Northwestern University's Academic Honor Code as set forth in the Northwestern Student Handbook, which prohibits all academic dishonesty including, but not limited to, plagiarism, cheating, fabrication, obtaining an unfair advantage, aiding and abetting violations of the standards of academic integrity, falsification of record and official documents, and unauthorized access to computerized academic or administrative records or systems.

III. Alcohol and Drug Policies

Alcohol may be consumed, within reasonable limits, by students who are of legal age in the host country. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. It is prohibited to illegally distribute alcohol to students who are not of legal drinking age. Further, excessive and irresponsible drinking leading to intoxication and behavior that interferes with the program or the rights of others is subject to immediate disciplinary action, and may result in dismissal from the program. The Study Abroad Health Insurance does not cover any injuries that occur while under the influence of alcohol, intoxicants or any drug not prescribed by a physician.

Students are prohibited from selling, using, or possessing any drugs that are considered by host country law to be illicit or illegal. Any drug infraction will be considered a grave violation of policy and will result in immediate disciplinary action, including possible dismissal from the program. In addition, students are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement.

IV. Independent Travel

Prior to embarking on any independent travel (e.g., on free weekends), a student must inform the on-site director or program administrator of the travel destination(s) and the dates of independent travel.

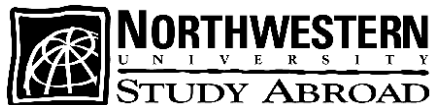
V. Student Signature

I have carefully read each of the statements and conditions set forth above. My signature below confirms that I understand and agree to all of these statements and conditions.

Signature: _____

Date: _____

Printed Name: _____



STUDY ABROAD HEALTH INSURANCE COVERAGE FORM

Student Name: _____

Program: _____

As a participant in a study abroad program sponsored by Northwestern University, I acknowledge and accept the University's policy that requires me to purchase HTH health insurance for the time that I am abroad. For more details about this policy, visit <http://www.northwestern.edu/risk/abroad.htm>.

- I have purchased HTH Worldwide coverage and have attached verification of my enrollment with these forms.
- I plan on attending the NU-Arcadia Bonn program. [Arcadia programs require HTH Worldwide; therefore, they will enroll you in HTH as part of their pre-departure process – you do not need to do so on your own.]

I (we) release and discharge Northwestern University, its employees and agents from any obligations I (we) may incur as a result of illness or injury while I am (our student is) abroad.

Student's Signature

Date

Parent's Signature

Date

Please note: A parent or legal guardian must sign this form even if you are over the age of 18. This form is also available in the "Forms" section of <http://www.northwestern.edu/studyabroad> and may be returned by email or fax to the coordinating study abroad office.