



Your health and safety are of utmost importance to APU. In order to experience a safe and healthy study abroad program there are many resources available to you. Read through the items below and take all necessary steps ahead of time to prepare for your travels. While abroad you will continue to be held accountable to APU policies and are expected to adhere to local laws.

Medical Insurance: Undergraduate Students (for NON Leave of Absence Students Only)

APU provides international medical insurance through HTH Worldwide (NOT available for students taking a "Leave of Absence" from APU during their study abroad term). This is included in your program costs if you are not taking a Leave of Absence from APU. This plan requires you to pay out-of-pocket for any medical expenses and then turn in a claims form within 30 days of the transaction. Once enrolled in HTH you will receive an email with a link to online access to HTH. You can log-in to read your insurance coverage policy, access claims forms and print out your ID card (www.hthstudents.com /1.888.243.2358). Most claims (within reason) are usually approved and reimbursed. **For major medical incidents/expenses you must contact HTH ahead of time (in some cases within 24 hours) for potential pre-approval requirements.**

Travel Insurance

Travel insurance is NOT provided and is the responsibility of the study abroad program participant to obtain and confirm if so desired. Travel insurance includes insurance for such things as stolen or damaged items.

Immunizations

APU requires all students to follow the U.S. Health requirements as given by the Center for Disease Control. Visit <http://wwwnc.cdc.gov/travel/destinations/list.htm> and click on the country of your destination to find all immunization requirements and recommendations. CDC 'required' immunizations require students to show verification of the vaccination. If the immunization is listed as 'recommended' then the study abroad participant must discuss it with family & loved ones and decide together if they will choose or not choose to get that immunization.

Contact Information

APU On-Campus Information:

CGLE Executive Director: Dr. Jim Adams	Cell (909) 560-0823 jadams@apu.edu
CGLE Director of Study Abroad Operations: Carrie Ullmer	Cell (626) 536-9103 cullmer@apu.edu
Associate Vice President, Internationalization: Dr. Matt Browning	mbrowning@apu.edu
Director of International Students and Scholars: Mary Grams	Cell (626) 945-8931 mgrams@apu.edu
APU Campus Safety	(626) 815-3898
Center for Global Learning & Engagement/Study Abroad:	Phone: (626) 857-2440
Azusa Pacific University • 701 E. Foothill Boulevard • PO Box 7000 •	Fax: (626) 857-2444
Azusa • CA • 91702	studyabroad@apu.edu
US Dept of State Citizen Emergency Center: US (888)407-4747, Outside US 1(202)501-4444	

Study Abroad Program Information: (You are responsible for acquiring this information)

Program Director Name/Info:

On-Site Contact Name/Info:

Other On-Site Contact Name/Info:

In-Country U.S. Embassy Location & Contact Info:

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Study Abroad Participant Conduct

All study abroad participants (students and non-students) are subject to adhere to the APU "Student Standard of Conduct". Each participant will sign agreement to this policy through the Study Abroad Student Agreements Form. You can access the full Student Standard of Conduct at: <http://www.apu.edu/studentlifeoffice/policies/conduct/>

U.S. Department of State Registration (for NON Leave of Absence Students Only)

CGLE/Study Abroad will register you & your group with the US Department of State's Travel Registration website **if** you are **not** taking a Leave of Absence for your study abroad program. You will receive an email from the Dep. of State website, notifying you when you have been registered. If you choose, you may create an account of your own at <https://travelregistration.state.gov/ibrs/ui/>, and make any changes/updates you wish (extending travel dates, inputting personalized contact information, etc). Otherwise, your travel dates and destinations will be defaulted to that of your study abroad program's group information as stated on your Confirmation Report. Your registration informs the U.S. Department of State of your presence in your designated country. Should an emergency occur, being on that list would ensure that the US government would contact you (using the contact information in your registration info) with evacuation or other pertinent information in conjunction with the US embassy of the country you are in.

Preparing your individual Emergency Action Plan

It is the responsibility for all Study Abroad participants to be proactive in planning for their health and safety by preparing their own Emergency Action Plan. Visit the links below and prepare your own Emergency Action Plan with your study abroad program BEFORE your departure and fill in any missing in-country information instantly upon arrival in-country.

- Center for Global Education Website - SAFETI program, checklists & print your own emergency card: <http://www.studentsabroad.com/>
- Review & follow the OSAC Security Guidelines: <http://www.osac.gov/Reports/report.cfm?contentID=30027>
- Visit the US Department of State http://travel.state.gov/travel/travel_1744.html for information on emergencies while abroad and read their "[Travel Warnings, Public Announcements & Consular Information Sheet](#)" for your intended location.
- CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/>

Travel Safety Tips to Follow

In ADDITION to the tips given in the section above, while a part of a study abroad program, you should:

- Inform your program staff immediately of any situation or person that causes you to feel in any way uncomfortable, threatened or demonstrates potential sexual harassment threats or assault.
- Give your travel & continual where-about information to others: Program participants, family, On-site Staff
- Carry phone numbers of in-country and U.S. staff with you
- Always carry a photocopy of your passport and keep the original safe
- Travel in groups
- Learn about the local laws abroad and obey them – you are subject to their laws as well as APU policies.
- Stay away from large group gathering, protest demonstrations & high risk activities.
- Be aware of the effects alcohol & drugs can have on your own and other's judgment and can lead to *serious* consequences.
- Be proactive to take care of your health and safety taking *preventative* measures to avoid unsafe situations.

Incident Report

APU wants to know and hear about your experience. Be sure to make the CGLE aware of ANY situation that occurs while you are abroad. Students can communicate with their program director, on-site director or CGLE faculty or staff to complete an Incident Report to ensure that each situation is documented, investigated and handled in a thorough manner.

All Study Abroad Directors have access to APU's International Emergency Action Plan (IEAP) that details APU policies on emergency protocol. The IEAP was offered to you in your original acceptance email and remains available to you at any time by requesting an electronic copy be sent to you by emailing studyabroad@apu.edu.