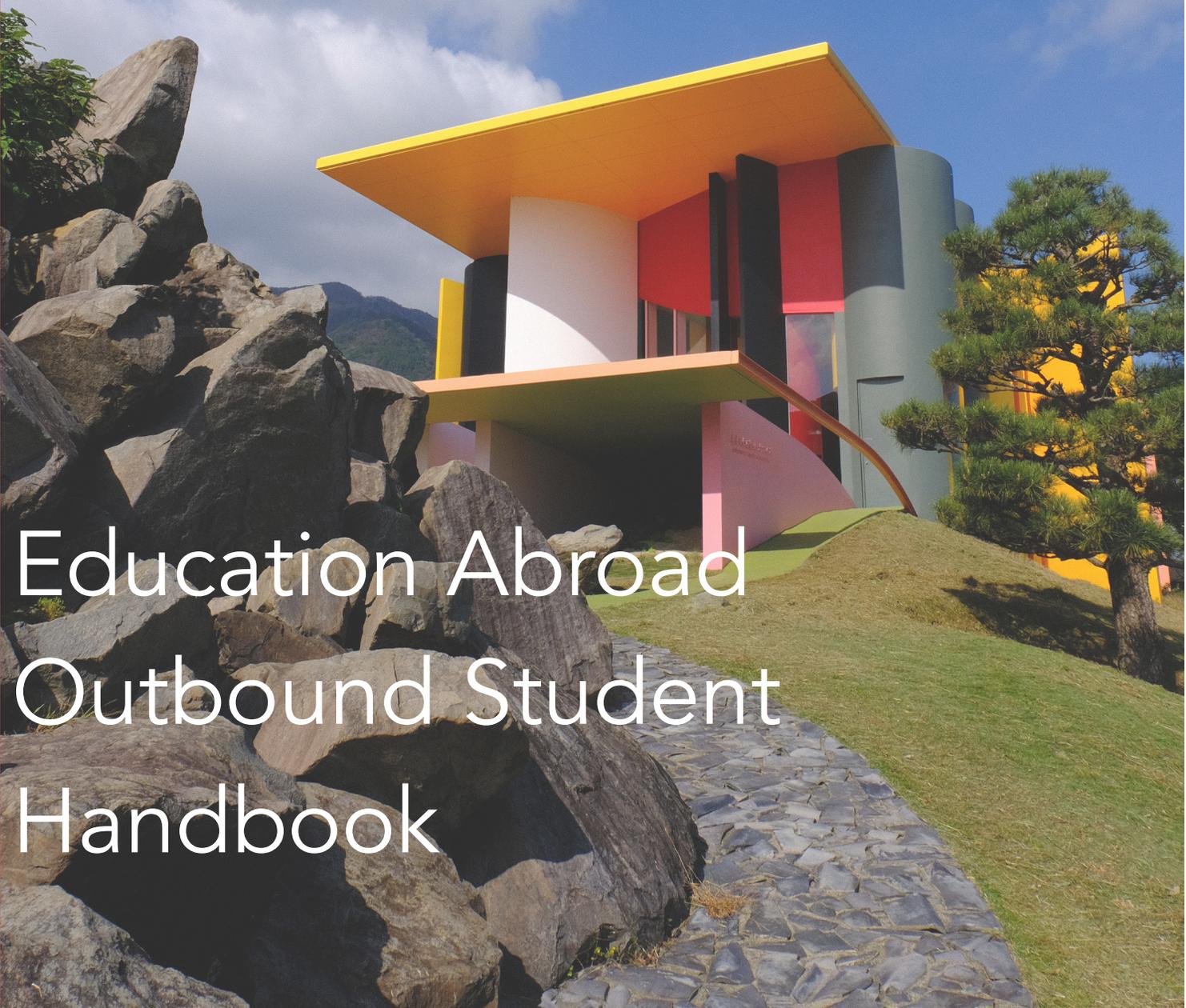


# Pratt

Office of Education Abroad  
North Hall 102

[msoares@pratt.edu](mailto:msoares@pratt.edu)  
[studyabroad@pratt.edu](mailto:studyabroad@pratt.edu)



Education Abroad  
Outbound Student  
Handbook

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# Introduction

## Office of Education Abroad

The Office of Education Abroad is pleased to assist all students at Pratt Institute with the opportunity to learn while traveling through our many partners. Our office is excited to see students taking their education internationally and we take great responsibility in making sure you are prepared for the adventure ahead of you.

In addition to nominating you to study at one of our exchange or study abroad partners, the Office of Education Abroad will provide assistance in registering for courses abroad, provide information about health, visas, and housing, and will maintain consistent contact with you and our partners abroad. The Office of Education Abroad is always available to hear your concerns and answer your questions.

By embarking on this experience, you are gaining the skills and knowledge you will need to succeed in the 21st century. You will gain new perspectives, learn how to adapt to unexpected circumstances, work with diverse peers, and communicate across languages. These skills will make you more competitive in the job market and will transform your life, forever.

We wish you safe travels and may you experience the time of your life!

Maria José Soares  
Director, Office of Education Abroad

# Student Checklist

## Before you leave:

### Passport

All students traveling overseas are required to have a passport. Make sure it is valid for at least six months while you are abroad. Safeguard your passport at all times and carry copies in case of emergencies. If your passport is lost or stolen, report it immediately to the nearest embassy or consulate and let the Office of Education Abroad at Pratt know. Make sure you have a copy of your passport with you at all times.

### Student Visa

As a long term resident of a new country, you will most likely be required to obtain a visa before entering. Be sure to check with the Office of Education Abroad or the host country's rules on long term student residents if you are required to have a visa. Visas typically take several weeks to process, so apply as early as possible.

### Travel Itinerary

Book your flight as soon as you know the duration of your stay and schedule an airport pickup. Once your flight is booked, share your arrival information with your contact abroad. It is important to check-in to your flight within a 24 hour period before your flight departs. If luggage fees apply, you can usually get a cheaper rate by paying before you get to the airport.

# Student Checklist

## Before you leave:

### Travel Itinerary

Book your flight as soon as you know the duration of your stay and schedule an airport pickup. Once your flight is booked, share your arrival information with your contact abroad. It is important to check-in to your flight within a 24 hour period before your flight departs. If luggage fees apply, you can usually get a cheaper rate by paying before you get to the airport.

**Be sure to let the Office of Education Abroad know when you arrive at your school. It is your responsibility to arrange and pay for your arrival and departure from your host country. Please refer to your host school's academic calendar, which is typically listed on the school's website.**

**Some students are required to attend orientation at their exchange school before arriving at the program site. If you arrive outside of the designated arrival time or at the incorrect airport, you will be responsible to make your own way to the meeting location. Please keep the Office of Education Abroad informed of any unforeseen event.**

# Student Checklist

## Before you leave:

### Housing

If your host school does not provide housing for students, it is the student's responsibility to find and pay for housing while abroad. This can be any sort of off-campus housing that is available to students. Costs of living will be paid by the student. If you need assistance with this, please let the Education Abroad Office know.

### Insurance

Students going abroad are required to have travel insurance in their host country. The Office of Education Abroad will assist in enrolling students. The costs will be paid by the student. If you have medication that you must take while abroad, get a letter from your doctor indicating which medications you will be bringing. Read about how to get your medication based on your host country's regulations.

### Course Registration

You must register at Pratt for the semester that you will be at the host school using the PEX 400 Course Contract Credit Transfer Agreement or the Course Equivalency Form. This involves selecting courses at the host school and having appropriate Pratt officials approve them.

### Host School

Keep your acceptance information from your host school as it will be important when arriving and planning your stay.

# Student Checklist

## Before you leave:

### Money

Make sure you have the correct form of currency when abroad and be aware of exchange rates. Do not carry a large amount of cash while traveling. Only carry what you need. If you are using credit or debit cards while abroad, make sure they are accepted in your host country. Visa and Mastercard are widely accepted, while American Express and Discover are not. Contact your banks and credit companies with exact dates and locations of your travel so that your cards do not get frozen. Be aware of surcharges and international fees. These add up so add them to your budget. To lessen the fees, make fewer trips to the bank and take enough money to last you a few weeks instead of going every week or a few times a week. Do not carry large amounts of money with you. Make copies of your debit and credit cards and scan them to your email so you can access the information if they are stolen or lost while abroad. Leave copies of your cards with your parents so they have the information as well. Making a budget before going abroad is important in preventing you from going into debt.

### Be sure to have thoroughly researched your destination

The more you know, the easier the transition will be. Become familiar with their laws, communication, transportation, holidays, and currency.

# Student Checklist

## Before you leave:

### Pack accordingly and lightly

Depending on the length of your stay, packing light may be challenging. Be sure to only pack approved items by checking acceptable items online. If you plan on bringing things back from your host country, it is important to check the guidelines of what and how much you are allowed to bring back to the U.S.

Plan your wardrobe accordingly so that it does not offend locals of the country or draw unwanted attention from others. Tourists are typically targeted for crimes abroad, so try to 'blend in' as much as possible.

### Traveling in your host country

Become familiar with transportation practices abroad. If the host country has mass transit systems, know what you will need and how much it will cost to use it. Map out your most frequent routes to prevent getting lost in a new country. If your host country does not have mass transit, be sure to research alternate methods of transportation and plan your budget accordingly.

Travel in groups whenever you can. It is never wise to travel in a new place alone. Never take shortcuts. Be sure someone always knows where you are in case of emergencies. Carry emergency numbers with you at all times and have a way to contact your emergency number. Follow all travel advice provided to you by the local program staff. Try not to carry too many valuables, but always at least carry a copy of your passport.

# When You Arrive

## **Be prepared for the cultural change you will experience**

You are now in a different country with different cultural and social practices. Be cautious when traveling, especially if you are alone. Don't share information about your plans or your itinerary with strangers. If someone bothers you for your information, do not share it with them.

## **Get to know your new school**

Make sure your class list is up to date and that you are registered for the appropriate classes. If you need books or other supplies, be sure to get those as soon as possible so you don't run the risk of not having access to them if they run out. Become familiar with your campus and the surrounding area, including your living situation if you are on campus. If you can, get to know your fellow Pratt students who are attending your host school and exchange contact information.

If you need to make changes to your contact information, classes, or housing, immediately let the Office of Education Abroad know so that we can update your information in the system.

## **Register your travel plans**

Register your travel plans with the State Department through a free online service called Smart Traveler Enrollment Program at: [step.state.gov](https://step.state.gov). Enrolling will give you email updates in the region indicating if there is a natural disaster, political unrest, or other information you should be aware of.

# While You Are Abroad

## **Safeguard your personal items**

To decrease your chances of becoming a victim of theft, be sure to keep all personal items and items of value hidden and not on your person, unless absolutely necessary. Do not leave your electronic devices unattended and do not ask someone else to watch your items for you.

Make sure your electronic devices are up to date with protection services to prevent being hacked and having your personal information stolen. Use discretion when posting personal information online or sharing it on websites with which you are not familiar.

## **Travel safety tips**

Travel in groups and never alone, especially in a new place. Avoid shortcuts at all costs. Make sure someone always knows where you are when traveling. Keep your emergency number with you at all times and always have a way to contact someone for emergencies. If you do not have the original emergency contact card, please find it on the contact page in this handbook.

## **Alcohol and drug use**

Do not go out to drink alone as it puts you at a higher risk of emergency. Do not accept drinks from others, especially if they are “free” drinks. It is never okay to import, purchase, use, or have drugs in your possession. Drug charges can carry severe consequences. Contraband or paraphernalia associated with illegal drug use can also get you in a lot of trouble.

## **LGBTQIA Abroad**

LGBTQIA can face unique challenges when traveling abroad. Laws and attitudes in some countries may affect safety and ease of travel and legal protections are different from country to country. More than seventy countries consider consensual same-sex relations a crime, sometimes carrying severe punishment. For more information, please see the Department of State website: [travel.state.gov](http://travel.state.gov).

# While You Are Abroad

## What is International SOS?

International SOS is a risk management and security service utilized by Pratt for students and faculty members studying and teaching abroad. Members can entail medical services as well as non-medical services from International SOS. The Office of Education Abroad advises all outbound travelers to access [Pratt's International SOS portal](#).

## What are the services available to you through International SOS?

- 1) pre-trip advisories - select your destination(s) and receive medical and security briefings.
- 2) email alerts - sign up for email alerts to stay in the know of events occurring in your host country.
- 3) e-learning through the training hub - access videos and tutorials on smart travel practices.
- 4) register your trip in MyTrips - all Pratt students and faculty are required to register their flights with International SOS MyTrips tool.

## Steps for creating a MyTrips account and registering your flight itinerary:

- 1) Register as a new user through the MyTrips [home page](#)  
Remember, you can only create a login with your Pratt account.

# While You Are Abroad

7.10.2

[New User? Register here](#)

2) Complete your profile registration.

My Profile [Edit](#)

**Default**

First Name: Janki, Last Name/Surname: Patel, Home Location: United States

**Phone**

Phone Priority: Preferred, Phone Type: Mobile, Phone Number: 19085960886

**Email**

Email Priority: Preferred, Email Type: Business, Email Address: jpatel13@pratt.edu

My Trips

[Create New Trip](#)

3) Enter your flight details, accommodation details, train details, etc.

INTERNATIONAL SOS Control Risks

User Guide | Feedback | Log Off

Create New Trip

Trip Name \*

Trip Name\* Trip ID Confirmation #PRR Record Locator

Click on the tabs to create your trip segments

[Add Flight](#) [Add Accommodation](#) [Add Train](#) [Add Ground Transportation](#)

# Pratt

# Communicating with Friends/Family

We understand it is important for you to stay in contact with your friends and family while you are abroad. There are many inexpensive or free ways to facilitate communication overseas, but we encourage you to choose the method that works best for you and your family. Many of the best and free options for international communication require access to WiFi or use of data.

## Video and voice calls

Many families choose video and voice calls to stay in touch. Using a cell phone abroad without an international plan or use of a local cell phone can be expensive. However, there are free options to communicating.

- Skype is available on computers and as an app that can be used on smartphones. When connected to WiFi, Skype can facilitate both video and voice calls between users for free.
- Skype can also be used to call a Skype user from a regular cell phone or landline if WiFi cannot be accessed. This service is not free, but is cheaper than purchasing international phone plans.
- FaceTime is free and accessible for iPhone and MacBook users when connected to WiFi.
- Viber can be downloaded on your smartphone or desktop and facilitates voice calls between Viber users when connected to WiFi or through data.
- Google offers two services that can be used for voice and video chat. GoogleVoice allows users to make voice calls from a computer. GoogleHangout facilitates video calls between users.
- There are also traditional methods of communication such as international calling cards. While not as popular, they are still options for those who prefer it.

# Communicating with Friends/Family

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## Text Messaging

Text messaging is the most common method of instant communication, but requires a cell phone and can be expensive when international. Just like video and voice calling, students can purchase international plans or chose one of the following options that are free of charge.

- iMessage is used between iPhone users and offers free international communication when connected to WiFi. To make sure your iMessage is activated on your iPhone, go to Settings, select Messages, make sure iMessage is turned on and wait for it to activate. iMessage is activated when your text bubbles are blue.
- WhatsApp is a smartphone app that allows users to text each other using data or WiFi and is free of charge.
- WeChat is similar to WhatsApp and is popular in Asia.

## Email

Email is a popular method of communication and is free between international users. Some email servers provide free additional services that can also be used for communication, such as GoogleVoice and GoogleHangout with a Gmail account.

## Social Networks

Many people are already active on social networks and are great for communicating. Networks like Facebook, Twitter, Instagram, Tumblr, or blogs are free and easy to use. Be careful not to share personal information with strangers online and don't leave your social media accounts signed in on public computers.

## Share your experience!

Email [studyabroad@pratt.edu](mailto:studyabroad@pratt.edu) if you are interested in sharing photos from your time abroad with Pratt.

# Contact Information

**WHEREVER YOU ARE GOING, KEEP IN TOUCH!**

**Office of Education Abroad**

studyabroad@pratt.edu

**Maria José Soares | Director of Education Abroad**

msoares@pratt.edu

917-853-3579 (cell)

718-687-5695 (office)

North Hall, Room 102

Pratt Institute

Brooklyn, NY 11205

**Janki Patel | Program Assistant**

718-687-5345

North Hall, Room 102

Pratt Institute

Brooklyn, NY 11205

## Emergency Contact

Maria Jose Soares  
Director, Education Abroad  
cell: 917-853-3579  
office: 718-687-5695  
email: msoares@pratt.edu

Education Abroad Office  
studyabroad@pratt.edu

Provost Office  
718-636-3744

Janki Patel  
Program Assistant  
jpatel13@pratt.edu  
718-687-5345

PrattSecurity  
718-636-3540

The Pratt logo is displayed in a large, bold, white font against a solid orange background. The letters are thick and modern, with a slight shadow effect.