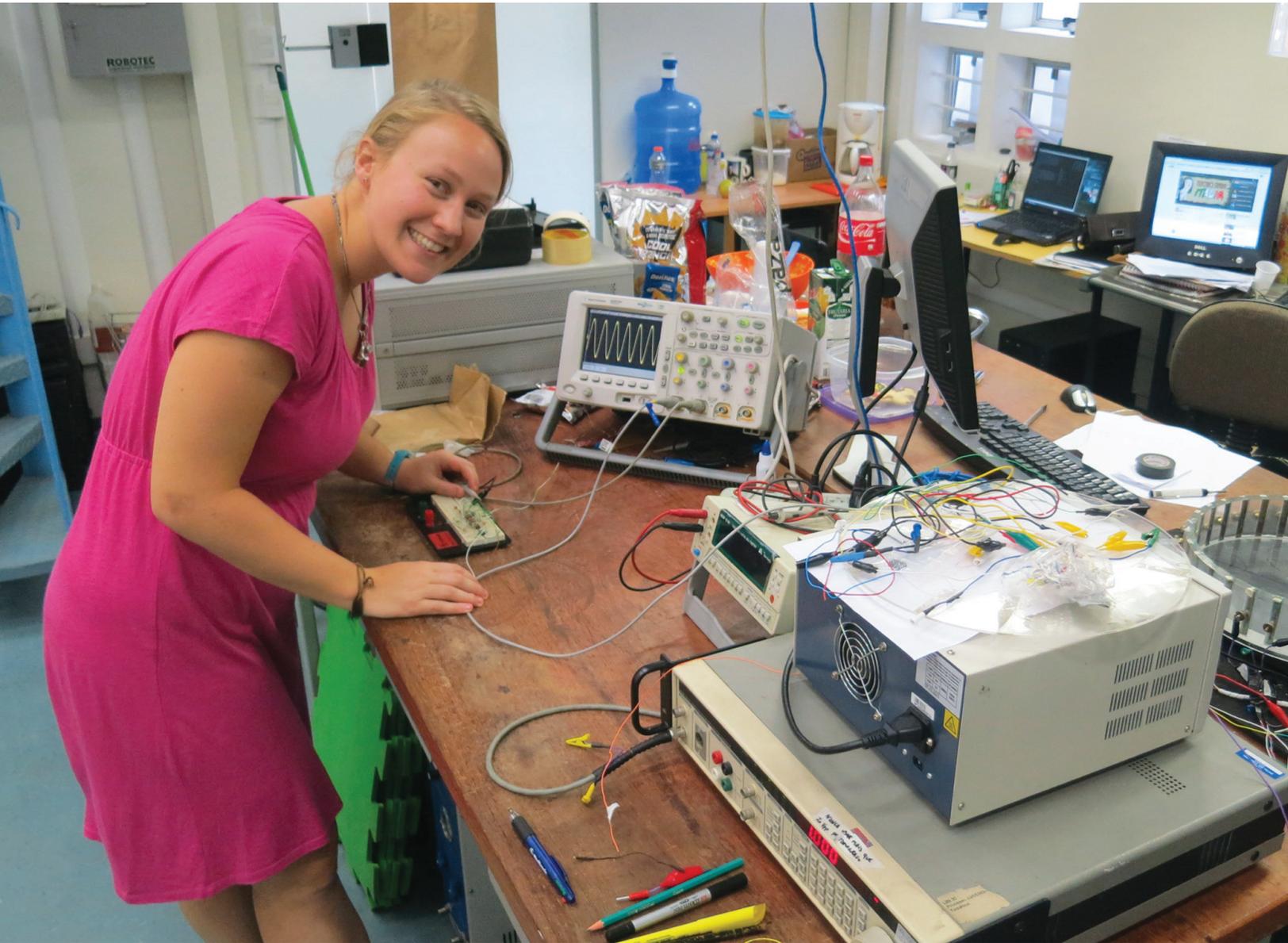




# Whitaker International Program



## Orientation Handbook 2016 - 2017

INSTITUTE OF  
INTERNATIONAL  
EDUCATION

# **ORIENTATION HANDBOOK**

**A Guide for Whitaker Fellows and Scholars**

**INSTITUTE OF INTERNATIONAL EDUCATION**  
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# ORIENTATION HANDBOOK

## Introduction

Congratulations on having been selected as the recipient of a Whitaker International Award. Since some of you may be going abroad for the first time, we have a few suggestions to assist you during this important period ahead. This booklet concentrates mainly on sources of information and helpful facts and suggestions.

There is no real way that we can prepare you fully for life in a foreign country. Psychologically and culturally you will have to learn much yourself. The best preparation is to immerse yourself in the language, history, culture, and current events of your country of study. Magazines, books, and newspapers provide excellent information, as do nationals of the country in which you will be studying or conducting research. Your institutional or public library is a good resource, and much is available online, but you should also seek out colleagues who have visited the country and any of its nationals whom you can locate on your campus or in your community for advice and information. You may also contact the appropriate embassy, consulate or tourist office, informing them that you will be a student and/or researcher in their country and requesting whatever background material they have for distribution.

In addition, as an American abroad you will probably be asked many questions about U.S. history, government, economics, culture, and current events. It is, therefore, wise to refresh your knowledge of the United States so that you will be able to present that information articulately to those who ask.

Please read this brochure thoroughly to answer the many questions you may have before you travel abroad. Also, please email your ideas for improvement to [whitaker@iie.org](mailto:whitaker@iie.org) at IIE, so that future Whitaker International Award recipients can benefit from your knowledge.

## **PART I. GRANT BENEFITS AND TERMS**

Before you sign your Grant document, you should have read the multipage document entitled *Terms and Conditions of Award* (page 46).

### **Duration**

Your departure and return dates should, as a rule, correspond to the academic calendar abroad. Other schedules are possible; however, these must be requested and approved in writing by your supervisor in the host country and by IIE.

### **Stipend**

Grants provide round-trip transportation, maintenance for the academic year based on living costs in the host country, a nominal research allowance, (when appropriate), and health and accident coverage. Overseas tuition and bench fees up to a maximum amount is also offered for Fellows.

Please note that the grant does not provide more than a minimal allowance for books and research. If you have a project that requires extensive research materials or equipment, you should obtain funding from other sources for this purpose. Please note, this funding cannot be duplicative to what the Whitaker award is covering.

Funds received concurrently with a Whitaker International Award from other scholarships, fellowships, or grants in U.S. or foreign currencies will be deducted if they duplicate benefits received under the Whitaker International Award. If such grants are for assistance in meeting family expenses of grantees or other expenses not covered by the grant, no deduction will be made. Grantees may not accept remunerative work abroad during the period of the grant without prior approval of IIE.

### **Payment Schedule**

Grant payments are made on a quarterly basis in U.S. dollars to a grantee's banking institution in the United States, through electronic funds transfers.

### **Travel**

Whitaker International Awards provide round-trip transportation from your home to the place of study/research in the host country. Your grant provides for economy-class air transportation. You may change your class of accommodation at your own expense.

### **Health Benefits**

Group health and accident coverage is provided. See *Medical Considerations* (page 20) for further details. As a grantee your coverage is automatic. Grantees are covered while participating in grant activities, including travel to and from place of assignment, provided travel is by the most direct route on a U.S. carrier. See the health benefits brochure for full details.

### **Loan Deferments**

Provide your loan deferment forms to IIE for completion. Keep in mind, however, that although deferments are generally granted, there is no guarantee. You should obtain the form for a "graduate fellowship deferment" from your lender. Complete the form and send it to **Whitaker International Program** with a stamped and addressed envelope.

## **Out of Country Leave**

During recesses or normal vacation periods, the grantee may leave the host country for no more than 14 days, including weekends, without deduction in grant benefits. Such leave must be approved in advance by IIE and your host institution. Grantees may not leave the host country for other periods without prior approval. Please note, that 14 vacation days is for one year (9-12 months) grants. For grant terms exceeding the one year term, additional vacation time will be allotted.

## **Temporary Absence**

If for some reason you must take a temporary leave of absence from your grant, you must notify the Whitaker Program Staff prior to departing the country, even in emergency situations. In addition, you must notify her of the dates and circumstances of your leave.

Please remember, your health coverage is not in effect outside of your host country, except for Whitaker sponsored activities. In addition, your grant stipend will be suspended for the period you are out of the host country.

## **Early Termination**

Acceptance of a grant constitutes an agreement between you and the Whitaker International Awards program. It is expected that, barring unforeseen emergencies, you will remain in the host country for the full tenure of the award. If you leave the host country or terminate your grant without the consent of the Program, at an earlier date than specified in the grant authorization, you will be required to reimburse the Program for any expenditures made on your behalf.

You must also be aware that early termination of your grant will result in forfeiture of your grant stipend. Any money you receive before termination of your grant that is for use for the period following termination must be repaid in full to IIE.

## **Extensions and Renewals**

Extensions and renewals of grants are generally not possible.

## **Reports**

As part of your Whitaker Grant, you are required to submit mid-term and final reports. Report forms must be completed and submitted via email or online (if applicable). The mid-term report should be submitted half way through your grant period (varying for fellows and scholars) and the final report during the last month or shortly after your grant ends. Both reports should be completed and submitted to IIE within the time frame indicated. You will receive information and instructions on completing the forms once you have begun your grant.

Also, please be aware that you will not receive your final month's maintenance payment until you submit your final report. This report must be submitted no later than three months following grant completion to receive final payment. Stipend payments will be withheld until the reports are received by IIE.

## **Taxes**

Whitaker Grants are subject to U.S. income taxes.

As a Whitaker Grantee, you are responsible for checking your U.S. tax liability. You should consult with your local Internal Revenue Service (IRS) representative regarding any questions pertaining to the financial provisions of the grant before accepting the grant. IIE is not in a position to answer any questions regarding tax liability. IIE will not provide W-2 forms or 1099's. There is no tax withholding on your grant. Therefore, you should maintain accurate records of funds received and how they are expended.

The IRS issues many helpful publications pertaining to special circumstances and taxes. IRS Publication 970, [www.irs.gov/publications/p970/index.html](http://www.irs.gov/publications/p970/index.html), 'Tax Benefits for Education,' addresses tax issues related to your Whitaker International Award that can be helpful when you prepare your federal income tax forms. Publication 54, *Tax Guide for U.S. Citizens and Resident Aliens Abroad* and publication 463, "Travel, Entertainment and Gift Expenses" are also useful documents. To order these publications, call (800) 829-3676. To receive more information on grants and taxes contact:

### **Internal Revenue Service**

Taxpayer Services

1325 K Street, NW, Washington, DC 20225

Website: [www.irs.gov](http://www.irs.gov)

## **PART II. TRAVEL**

### **Travel Registration**

You should refer to the following website for some helpful information before you travel. It contains information on a variety of subjects, some of which we will cover here: [http://travel.state.gov/travel/tips/tips\\_1232.html](http://travel.state.gov/travel/tips/tips_1232.html)

All Grantees should register with the U.S. Department of State and make sure that they provide their contact information in their host countries. Travel registration is a free service and it enables the Department of State to assist you in case of an emergency. The registration can be completed online at: <https://travelregistration.state.gov/ibrs/ui>

### **Baggage**

You should check baggage requirements with the airline(s) you are flying for restrictions and fees associated with checked baggage. Non-American carriers often have greater restrictions than American carriers. Therefore, if you can check your baggage through to your final destination, if changing to a foreign carrier, you should do so. In order to avoid loss or delay of your educational materials, it is recommended that you bring these materials with you as excess baggage. Your baggage allowance is included in your first grant payment.

You should investigate various methods for shipping baggage abroad to ascertain which is most convenient and economical for you. If you travel by ship, a fairly large amount of baggage may be taken on your ticket without an additional charge. There is a limit on the amount you may carry as accompanied baggage on a plane ticket without additional charge, but it is possible to ship baggage by air freight, or to transfer your belongings via international mail. There are limits on the size and weight of shipping cartons, however, and you should check with your local post office regarding restrictions. You should be aware that if you are transferring to a foreign carrier at one point during your trip abroad, the weight allowances can change dramatically and you may be charged for additional baggage. It is best to check with each carrier you will be using to find out their baggage weight allowances.

Past experience shows that it is best for you to pack the clothing necessary for your first two or three weeks in your hand luggage, since your heavy baggage will probably be forwarded to your ultimate destination, and you might be separated from it for several weeks after leaving the United States.

It is a good idea to obtain insurance unless you already hold a floater insurance policy covering pilferage, theft, loss, and damage. Baggage insurance can be obtained through most insurance companies, travel agencies, shipping companies, and airlines.

Be sure to check with the appropriate embassy or consulate on limitations on items that can be brought into the country. Each country has slightly different customs regulations and you should have a definite picture of these requirements before you leave. This is especially true regarding computers and electronic equipment.

### **Passports**

Your U.S. passport is the most valuable document you will carry abroad. It proves that you are an American citizen. Guard it carefully. Be leery of any facility, i.e., rental agency or accommodation that requires or requests you to leave your passport with them or hold it for you in a secure place. You are the

best safekeeper of your passport. If you lose your passport while abroad, report the loss immediately to the Consular Section of the American Embassy or nearest consulate. Carelessness has been found to be the main cause for loss or theft of a passport. Severe problems can arise abroad when a U.S. passport is lost or stolen.

U.S. citizens need passports to depart from or enter the United States, and to enter most foreign countries. With appropriate visas, the U.S. passport is acceptable in virtually all countries. For an individual who does not currently have a passport, we recommend that you apply for your passport several months in advance of your planned departure, whenever possible. Demand for passports becomes heaviest between January and June and, consequently, service is slower. We suggest that you apply for your passport between July and December. However, even during these months, periods of high demand can occur.

Application for your first U.S. passport must be made in person at a U.S. Passport Agency, a federal or state courthouse, or a U.S. post office that accepts passport applications. If you have previously held a passport or need to renew your passport, you may apply for a new one through the mail. The mail application can be obtained from some post offices, any U.S. Passport Agency, or online at <http://travel.state.gov/passport>. Please be sure that your passport will be valid for the full period of your Whitaker Grant.

## **Visas and Research Clearance**

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time—for example, a three-month tourist visa. In most instances, you must obtain necessary visas before you leave the United States. Apply directly to the embassy or nearest consulate of the country you plan to visit, or consult a travel agent. U.S. passport agencies cannot help you obtain visas. The grant does not provide for expenses related to any passport or visa or research clearance fees.

Be sure to inquire early as to whether or not you will need a visa to enter and remain in the country as a student or researcher, since this process can be time consuming. In addition, many countries, particularly those outside of Western Europe, require a separate research clearance process. Since this can be a lengthy procedure (up to six months or even longer), it is advisable to begin this process as soon as you receive notification that you have been nominated for an award.

In addition, several countries require a security clearance from the FBI or other agency. These clearances can be very time consuming, so be sure to begin this process as soon as you receive notice of your grant.

## **International Student ID Card (ISIC)**

The ISIC is inexpensive and more than pays for itself in most countries with reduced admission to museums and cultural events, and travel discounts. Most tourist spots will NOT honor regular college IDs; therefore, it is important to purchase this ID before you leave. There is no age limitation for receiving an ISIC.

The ISIC is available through STA Travel (website at [www.statravel.com](http://www.statravel.com)). You must provide proof of your student status by emailing a copy of one of the following to [proof@statravel.com](mailto:proof@statravel.com) in order to obtain an ISIC: valid ID; current class schedule; or tuition receipt.

## **OTHER DOCUMENTS**

### **Reference Materials**

It is also suggested that you take reference books and other materials necessary for your work, since many of these books may not be obtained easily abroad. Only bring the most crucial books for your research, as you will be unlikely to read anything else. Also take a supply of business cards along with you. They will be helpful in introductions, as well as giving people your name, address, etc.

### **Papers and Photographs**

You should take a statement with you from the registrar of your home college or university indicating your degree as well as a copy of your diploma. This is especially important for recent graduates because receipt of an award is contingent upon receipt of this degree, and you should be prepared to present documentation if asked.

Many countries require a certified copy of your birth certificate in order to enroll in the local university. Check with the local consulate or embassy of the country you will be visiting to inquire about enrollment requirements.

It is also a good idea to bring several passport-size photos of yourself when traveling abroad for a long period of time. The photos may be used for IDs, transportation passes and souvenirs.

Other papers (and copies kept in a separate place) to bring with you:

- Copy of your Birth Certificate
- Grant documents
- Driver's license (U.S. and/or International)
- International Student Identity Card (ISIC)
- Credit card numbers
- For married grantees, a copy of your marriage certificate. This is particularly important if husband and wife have different last names.
- If school-age children will accompany you, it is advisable to bring school records, samples of their school work (especially in mathematics and English), and copies of the school curricula for the grades your children would have entered at home.

### **Safeguarding Your Valuable Papers**

You should take a few precautions to safeguard your valuables and to assist you in the event of loss:

- Record all passport numbers in a separate but safe place in case your passport is stolen or lost. Take with you a set of passport-size photos. Photocopy your passport and any visas and leave one set of copies at home in the U.S. with a relative or friend. Take another set with you and keep them separate from your passport. Have several copies reduced and laminated in the event you are asked to show your documents to someone in the street. Never use your original passport as identification, except at your hotel or to officials in their offices.
  - Don't pack your passport in your luggage.
  - Don't leave your passport in an unattended hotel room or with strangers.
  - Carry your passport with you whenever possible.
  - Carry a card with emergency numbers
-

Local American Consulate
Tel: _____
U.S. State Department
Tel: _____
International Legal Defense Council
Tel: _____

## Consular Information Sheets

The United States Department of State maintains a Website at <http://travel.state.gov>. From the “International Travel” section of this site, you can access a number of useful pages including consular information sheets and current information on such items as travel warnings, U.S. Customs, and many other topics.

## Computers

Grantees should be aware that if their projects require access to a computer, they must either bring the necessary equipment with them, make arrangements to have it shipped to them, or confirm computer access with their affiliations in their host country.

Computer, Internet and e-mail access varies from country-to-country. Internet and e-mail access abroad can be costly and not as readily available as in the U.S. Grants do not provide specific funds for these services and you should budget accordingly.

Each country has different regulations with regard to the importation of computers and peripheral equipment. If you plan on bringing this type of equipment with you, please check with the embassy of your country of assignment to determine the procedures that must be followed.

Here are a few more tips to keep in mind when you’re traveling with a laptop computer:

**Insurance** Almost all homeowners’ insurance policies do not cover laptop computers once they leave your home—few insure them in your home. If you are interested in insuring your computer there are options available. For example, Safeware (Tel: 1-800-848-3469) specializes in laptop computers, insuring just about all types of accidental loss or damage.

**Theft** A free service offered by the National Computer Exchange (NACOMEX) (Tel: 1-800-622-6639) can help if your laptop is stolen. You can register your laptop and serial number with the National Registry for Stolen Computers at no charge, whether or not it was purchased through NACOMEX. Listings are made available to other sales channels, authorized agencies, and law enforcement authorities in the effort to recover stolen property.

**Airports** According to airline officials and the FAA, the security equipment used by airports has no harmful effect on magnetic media. If you are still concerned

about losing valuable data, you can request that the contents of your laptop case be hand searched. Make sure you allow extra time for this procedure, especially at overseas airports. Also, be sure that your laptop battery is charged so you can demonstrate to security personnel that you have a working computer rather than a nefarious device.

### **Customs**

To avoid paying taxes and duties, proof of previous purchase is required. The best plan is to carry a copy of your purchase receipt. Be prepared to answer any questions honestly. Upon returning to the U.S., the copy of your purchase receipt will come in handy again.

The following can serve as a reminder of what you may want to take while traveling with your laptop computer, depending on where you are going:

- Three-prong to two-prong AC plug adapter;
- Single-outlet surge suppressor;
- Extra, fully-charged battery;
- Small, flat blade and Phillips-head screwdrivers;
- Long telephone line cord;
- Phone line coupler;
- Mouse or trackball;
- Portable memory key (external hard drive or thumb drive) to store files and transfer
- Hard-disk locking software or device (a hard-disk security system designed to prevent unauthorized access to the laptop's hard disk).

### **Customs**

Become familiar with U.S. customs regulations. Foreign-made personal articles taken abroad are subject to duty and tax unless you have acceptable proof of prior possession. Documents such as a bill of sale, insurance policy, jeweler's appraisal, or receipt for purchase may be considered reasonable proof of prior possession.

Items such as computers, watches, cameras, tape recorders, or other articles that may be readily identified by serial number or permanently affixed markings, may be taken to the Customs Office nearest you or your port of departure for registration before departing the United States. The "Certificate of Registration" provided will expedite free entry of these items when you return. The precautions listed below will also make customs processing easier:

- Leave all medicines in their original labeled containers.
- If you carry medication containing a controlled substance, carry a doctor's certificate attesting to that fact. However, such a doctor's certificate may not suffice as authorization to transport drugs to all foreign countries.
- Be sure to bring prescriptions, showing generic names of medicines as well as brand names.

- To ensure that you do not violate the laws of your country of assignment (or one which you may visit), consult the embassy or consulate of that country for precise information before embarking upon your trip. For more information, visit the U.S. Customs and Border Protection website at [www.cbp.gov](http://www.cbp.gov).

## **Purchases**

Keep all receipts for major items that you buy overseas. They will be helpful in making your customs declaration easier when you return to the United States.

## **Agricultural Products**

There are very specific entry requirements for these items from most parts of the world. Fresh fruit and vegetables, meat, potted plants, pet birds, and other organic items are prohibited or restricted from entering the U.S. The publication, *Travelers Tips on Bringing Food, Plant, and Animal Products Into the United States*, is available free from the Animal and Plant Health Inspection Service, U.S. Department of Agriculture, 732 Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782. You can also visit the U.S. Customs and Border Protection Agency website at: <http://www.cbp.gov/>.

## **Wildlife and Wildlife Products**

Be careful when buying articles made from wild animals or purchasing live wild animals to bring back to the United States as pets. Some items, such as those made from sea turtle shell, crocodile leather, ivory, or fur from endangered cat species, and many species of live animals cannot be brought into the United States legally. Your wildlife souvenirs could be confiscated by government inspectors and you could face other penalties for attempting to bring them into the United States. Do not buy wildlife or wildlife products if you are not sure of being able to bring them back into the country. A good source of information on this topic is *Buyer Beware*, available through the World Wildlife Fund, 1250 24th Street, NW, Washington DC 20037; or the Division of Law Enforcement, U.S. Fish and Wildlife Service, P.O. Box 3247, Arlington, VA 22203-3247.

Lists of up-to-date references and materials on U.S. customs information are available free of charge from local customs officials. Write the District Directors of the U.S. Customs and Border Protection, 1300 Pennsylvania Avenue, NW, Washington DC 20229. You can also call the U.S. Customs Service information line at (202) 354-1000, or access information on the Web at [www.cbp.gov](http://www.cbp.gov) for publication titles such as the following:

- **Know Before You Go**
- **Trademark Information For Travelers**
- **International Mail Import**

Other useful documents are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9325, or online at <http://bookstore.gpo.gov>

## PART III. LIVING ABROAD

### Adjusting to Living Conditions

Below are quotes from the mid-term and final reports of several Whitaker alumni regarding their experiences adjusting to life in their new surroundings. While some of these may seem extreme, they are more typical than you might imagine. An interesting read before you go: *Do's and Taboos Around the World* by Roger E. Axtell, Editor. [http://www.amazon.com/Essential-Dos-Taboos-Complete-International/dp/0471740500/ref=sr\\_1\\_2?s=books&ie=UTF8&qid=1368020262&sr=1-2&keywords=the+do%27s+and+taboos](http://www.amazon.com/Essential-Dos-Taboos-Complete-International/dp/0471740500/ref=sr_1_2?s=books&ie=UTF8&qid=1368020262&sr=1-2&keywords=the+do%27s+and+taboos)

“Switzerland has a high cost of living, but I feel that the amount provided by the grant is sufficient to live here. Finding housing (especially affordable apartments) in Lausanne is extremely difficult. There is a very high demand for apartments due to a large student population. My attempts to locate an apartment before I arrived were unsuccessful. After arriving, I spent over a week living in hotels and hostels and then two weeks on the couch of a generous coworker while I searched for a place to live. I only recently secured a permanent residence for the remainder of my grant. Previously, I had two short-term sublets (1 month and 2.5 months).”

“One of the biggest cultural challenges I faced during my grant was reconciling being a good representative of the Whitaker and the USA while still being assertive enough to do the research I wanted with the resources I needed. Having only worked in one lab at an undergraduate-only college, I did not know what “reasonable” was and did not want to come across as the entitled, demanding American. At first, I think I erred too far on the side of polite and passive, but gradually realized (with the help of the Enrichment Seminar) that coming with my own funding allowed me some freedom in asking for what I needed and determining my own research direction. I also found that as my German skills increased (and my colleagues realized I was making an effort to learn their language) my cordial-but-not-friendly colleagues warmed up to me. . . . Overall, the cultural differences between Switzerland and the US are fairly subtle but strong, and over the first few months here I learned to adjust, and now rarely notice them.”

“I did decide to purchase a car to use during my stay in Cape Town. There are inexpensive public transportation options (train, minibus, etc.) that make traveling to and from the city center and other surrounding areas quite easy. However, none of these are viable (or safe) options for traveling at night. In addition to freedom at night, purchasing a car has allowed me to explore areas outside of Cape Town on the weekends. I still take the free shuttle to and from my office everyday and only use the car on the weekends and in the evenings. Although petrol is more expensive in SA than in the US, 3<sup>rd</sup> party insurance only costs me R100 per month (approx. \$15).”

“Bank of America has a partnership with Barclays (the UK bank I use here) so that I can withdraw cash from my U.S. account for free.”

“I have a Spanish bank account, which is a must for accomplishing many things, including setting up utilities, signing a new housing contract, and making repeating payments of any kind (particularly because bank transfers are used in lieu of personal checks). The account was setup with the assistance of my workplace. I haven't experienced any difficulties transferring funds from the U.S.”

IIE will provide you with information regarding previous grantees to your country. It is a good idea to be in touch with these students to answer any questions you might have.

## **Foreign Laws and U.S. Citizens**

When you are in a foreign country, you are subject to its laws. If you are unsure of how to act or respond in certain situations, play it safe and don't risk your safety. Deal only with authorized outlets when you exchange money and buy or sell traveler's checks and airline tickets. **Do not** deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.

Some countries are particularly sensitive about photographs. It is always best to refrain from photographing police and military installations and personnel; industrial structures, including harbor, rail and airport facilities; border areas; and, in the exceptional event that these should occur during your sojourn, scenes of civil disorder or other public disturbances. For more information on restrictions of this kind it is always prudent to check with the Public Affairs Section, other Embassy staff or a local police officer.

Adhere strictly to local laws. The penalties you risk when you break the law in a foreign country can be severe. Remember that the U.S. government does not allocate funds for the legal fees of U.S. citizens in need of legal aid while traveling abroad. However, the diplomatic staff can provide lists of local attorneys, even though they cannot serve as attorneys or give legal advice. Please note that the consular attorneys' lists, although carefully compiled, are drawn from local bar association lists and responses to questionnaires and should not be considered exhaustive.

Consular officers will do whatever they can to protect your legitimate interests and ensure that you are not discriminated against under local law. But, they cannot get you out of jail. If you are arrested, ask permission to notify the consular officer at the nearest U.S. Embassy or Consulate. Under international agreements and practice, you have a right to get in touch with the American consul. If you are turned down, keep asking—politely, but persistently. If unsuccessful, try to have someone contact the U.S. consul for you. If, for some reason, you have difficulties with local authorities, remember that you are subject to local laws. American citizenship does not confer immunity. Many U.S. citizens have found, to their horror, that U.S. diplomats are limited in what they can do when Americans abroad need legal aid.

## **Foreign Laws and Drugs**

**(From *Travel Warning on Drugs Abroad*, U.S. Department of State, Bureau of Consular Affairs)**

If you are caught buying, selling, carrying or using any type of drug—from hashish to heroin, marijuana to mescaline, cocaine to quaaludes—it can mean:

- Interrogation and delays before trial including mistreatment and solitary confinement for up to one year under very primitive conditions.
- Lengthy trials conducted in a foreign language, with delays and postponements.
- Two years to life in prison—some places include hard labor and heavy fines—if found guilty.
- The death penalty in a growing number of countries (especially in the Middle East and Southeast Asia).

If you are arrested on drug charges, the consular officer will do what he/she can. However, he/she cannot get you out of jail or out of the country. Don't be irresponsible and let your trip become a nightmare

because of drugs (or any other illegal activity)! As stated above, many Americans are arrested abroad each year on drug charges. Don't let this happen to you! Keep away from drugs that you are not authorized to have, except by prescription.

## **Security**

Be sure to register with the local U.S. Embassy or Consulate and, if possible, request a security briefing by the embassy security officer.

A useful publication, Personal Security Guidelines for the American Business Traveler Overseas (S/N 044-000-02513-2), can be viewed here: [http://dosfan.lib.uic.edu/ERC/travel/security/security\\_personal.html](http://dosfan.lib.uic.edu/ERC/travel/security/security_personal.html) or may be ordered from the U.S. Government Printing Office. (<http://bookstore.gpo.gov>).

Crime is a problem worldwide. You should be aware that, in any of the countries to which you travel, you can become a victim of crimes such as mugging, robbery, pickpocketing, burglaries, sexual assault, and beatings. There is no way to protect yourself totally from crime. However, the following tips may be helpful:

### **TIPS FOR SAFETY:**

- Think of creating a protective barrier around yourself. Remain aware of your surroundings and alert to any changes in your surroundings. Do not become complacent in your routine. Routine allows criminals to case you and catch you by surprise. Places you go frequently, such as home and work, are referred to in security parlance as 'choke points'. They provide criminals with the best opportunity to catch you with your guard down.
- Take control of your personal safety. Act under the assumption that you are on your own. Think about what you will do if caught in a bad situation. Envision the scenarios and your reactions.
- Inform yourself about parts of towns that local inhabitants consider risky; if you are out alone at night, avoid secluded, poorly lighted areas.
- Do not take valuable items with you. In the event that someone demands your wallet/purse or any other valuable, do not resist. Try to get a good description of the assailant(s). If attacked, escape. Do not stop.
- Do not use tear gas or rape whistles. They can be used against you.
- Overcome your training to be polite to strangers. You could be caught off-base. In unfamiliar circumstances do not be overly approachable; be hard-boiled or standoffish if necessary.
- Know how to use the phone system in the country in which you are traveling. Do not wait until an emergency comes along to figure it out.
- Learn how to improvise. You can use a needle and thread to make a webbing to hold your valuables behind a curtain in a hotel room. If you balance an ashtray on a windowsill, its fall will alert you to intruders.
- Door clubs can be useful for both the home and on the road when staying in motels.
- If driving, keep your car doors locked and suitcases out of sight.
- Do not walk to your car alone at night. If you see someone loitering near your car, walk away from the vehicle. If the loiterer remains after a few minutes, call the police.
- Separate your car keys from other keys to reduce the possibility that a household burglary will follow a car jacking. Do not leave your vehicle registration, driver's licenses, or other documents with names and addresses in your car.

- When approaching a red light, leave space between your car and the vehicle in front of you so you can pull away if a gunman approaches.
- Be aware that pickpockets in crowds can be men, women, or children, operating alone or in groups. They may use any ploy to divert your attention while stealing your wallet or passport. Pickpockets haunt airports and train stations and ride public conveyances known to take tourists to popular visiting sites. In many cities, thieves on motorcycles may try grabbing your purse or package out from under your arm while you are walking on the street. If you decide to go to the beach, don't relax completely: keep an eye out for robbers.

Below are some final practical hints that have been suggested for international travelers and are provided here for your general information. For up-to-date information regarding travel warnings, consult: [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html) or call the United States Department of State Citizens Emergency Center on (202) 647-5225; or automated fax service at (202) 647-3000.

1. Travel in wide-body aircraft. Do not sit in the front or rear of the craft, due to proximity to the cockpit and rear entrance. Avoid aisle seats.
2. Be discreet in air terminals. Keep your itinerary and passport out of sight. Avoid crowds; check in early and leave the concourse.
3. Do not attract attention by dress. Females, in particular, should be wary of overly friendly males.
4. While in the host country, avoid tourist hangouts. Observe all travel and photography restrictions.

### **Emergency Contacts**

Whitaker Program, whitaker@iie.org, 212-984-5525, should be notified in an emergency situation. During non-business hours you should contact the American Citizens Services office at the nearest U.S. Embassy/consulate. Family members in the United States can contact the Department of State's citizen Emergency Center: (202) 647-5225.

### **Money and Banking: Foreign and American**

Your award document lists the amount and mode of payment of your grant. IIE will directly deposit your grant payment by electronic funds transfer to your U.S. checking account on a quarterly schedule. Generally, you will be able to access these funds using your bank card. If this is not possible, it is your responsibility to make the necessary arrangements with your bank for the transfer of your stipend payments and any other funds to your country of assignment. Transfers usually take four or five days. Money may also be wire-transferred. You may wish to consider opening an account for check cashing or other financial transactions at a local bank upon arrival in your host country. Most U.S. embassies and consulates **cannot** cash checks for you. Be sure to find out about currency exchange rates and fees before a transaction takes place. They can vary widely depending on the establishment.

Many countries regulate the amount of local currency you can bring into or take out of the country. Other countries require that you exchange a minimum amount of currency. If you are planning to leave the United States with \$10,000 or more, you will require a special license from the Department of the Treasury. Check with the consulate or embassy of the country or countries you will visit before you go.

Try not to travel with large amounts of cash. Keep large bills out of sight. Do not go through your cash in public places, including the check-out counter of any shop. It is advisable to take with you in travelers checks (U.S. dollars or foreign currency) a sum sufficient to see you through the first few weeks in the host country. Travelers checks are the safest way to travel with a large amount of money. Credit cards such as Visa and MasterCard are widely acceptable for general purposes and obtaining cash advances. The convenience of the American Express Card for obtaining travelers checks, cash advances, etc., has proven to be invaluable for Fellows, particularly in countries outside Western Europe. You should check with the International Division of credit card companies to obtain specific information about credit card use and validity in your host country and other countries to which you may be traveling.

Do not keep all your money in one place. This is good practice in case you or your home is robbed.

It is a good idea to always carry U.S. dollars with you when traveling, particularly in small denominations. U.S. dollars may come in handy in countries where dollars are unobtainable, or if you cannot change travelers checks.

Also, be sure to change some dollars into the local currency of your host country before you depart. You may need local currency when you arrive for buses, taxis, phone calls, tips, accommodations, and other incidentals while you are settling-in. While abroad, change your travelers checks only at reputable establishments such as a local bank, travel service (i.e., American Express, Thomas Cook) or official change agencies. Please note that services in foreign airports often are closed upon flight arrivals and vending cash machines are limited abroad.

### **Housing/Living Accommodations Abroad**

You are responsible for securing housing. In many cases, your affiliated university will advise you as to possible living accommodations through its student housing office. You may write to them directly for such information. Upon arrival, it may be necessary for you to stay in a hotel for a few days until you find permanent accommodations. There are tourist information offices at most airports and railroad stations, which can assist you in finding a reasonably priced hotel. Previous or current grantees to your country/city may be helpful sources of information for locating housing or learning about housing laws.

Single students usually stay in student housing or rent a room in a private home. Families will have more difficulty locating apartments. But, in either case, you should have a clear understanding regarding what is included in the rent before you sign a lease, e.g., charges for services, light, heat, water, and laundry.

Prior to returning to the U.S., make sure all of your personal affairs are in order abroad. Please be responsible for your financial obligations to your host family, institution, and friends.

### **Electrical Equipment**

Most electrical equipment made in the U.S. will require an adapter in order to be used abroad. If your adapter is not of high quality, it may ruin your equipment. Be especially careful of using adapters with computer equipment since they do not take the place of surge protectors.

## **Cars and Driving**

If you intend to operate an automobile abroad for an extended period of time, it would be wise to obtain an International Driving Permit (IDP) or an Inter-American Driving Permit (necessary for travel in/ to Latin American countries). Since there are many gimmicks to over-charge people to obtain these relatively inexpensive permits, we suggest contacting your local AAA office or visit their website at [www.aaa.com](http://www.aaa.com). The AAA can also supply the necessary information on insurance, customs duties, etc., even if you are not a member.

The issuance of the IDP is restricted to persons 18 years of age or older who hold a valid U.S. State or Territorial Driver's License. The IDP is valid for one year from the date of issue, and is nonrenewable. It is important to note that your U.S. State or Territorial Driver's License must be carried with the IDP at all times. You will also need two passport-size photos for the application process.

If your license is due to expire during your tenure overseas, it is advisable to renew it before departure, if this is possible in your state.

In the past, grantees have purchased small non-American cars. They are usually much less expensive than U.S. models, are made for narrow roads, get excellent mileage, and are economical to operate. Frequently, it is possible to arrange for the resale of foreign cars when you are ready to return to the U.S. Cars may also be rented. If you will have a car, consider getting a door alarm or car club. They are inexpensive and act as a deterrent.

Be aware that, in some countries, it is dangerous to drive after dark, particularly as a foreigner. It is advisable to follow the advice of U.S. Embassy personnel in this regard.

## **Useful Websites**

**The CIA World Factbook:**  
**Adventurous Traveler:**  
**Centers for Disease Control and Prevention**  
**U.S. Department of State (Travel)**

**[www.cia.gov/cia/publications/factbook](http://www.cia.gov/cia/publications/factbook)**  
**<http://away.com/index.html>**  
**[cdc.gov/travel](http://cdc.gov/travel)**  
**[www.travel.state.gov](http://www.travel.state.gov)**

## **PART IV. MEDICAL CONSIDERATIONS**

### **Grantee Insurance**

For Whitaker Grantees, CISI (Cultural Insurance Services International) is your insurance provider. Your insurance ID “card” can be printed out from the CISI website, <http://culturalinsurance.com>. If you would prefer for us to send you a pre-printed CISI ID Card, we can do so.

Coverage for Whitaker Grantees is provided from the date of departure from home, during direct travel to the host country, during participation in officially arranged activities, and while returning home on a direct route. Stopovers during travel, diversionary travel outside the country of assignment, or stays in the country after completion of grant activities will not be covered. If you do not intend to return home directly after your grant period ends, you should secure self-paid insurance for such period of personal activity.

It is important to emphasize that this insurance is not a substitute for your private insurance coverage. It is not intended to cover long-term health care and has limitations of coverage. Therefore, check to see if your U.S. medical insurance will continue to cover you while you are abroad. If not, it is important that you explore other options as you must obtain comprehensive health coverage to offset the cost of any medical contingencies that may occur while you are abroad.

This program will pay the actual expense incurred as a result of a covered injury or sickness for medical evacuation of the covered person, including physician or nurse accompaniment to the nearest suitable medical facility.

While no one expects to encounter serious medical problems while away from home, it can happen, and you could be in the position of not being able to make medical decisions for yourself. Therefore, it is highly recommended that you appoint a Medical Proxy. This is someone who is empowered to make medical decisions for you should you be incapacitated. Consent to treatment is the tenet of medical ethics that requires that the patient or their medical proxy agree to a course of treatment before doctors perform a medical procedure on a patient. Where possible, that consent should be explicit and in writing. Since the medical proxy you choose may not be the same as your emergency contact, be sure to let IIE know, in writing, whom you have chosen--and be sure to get their consent. Some states have forms explicitly for this purpose. However, a written, signed and notarized statement should suffice. See here for an example: <http://families.bigbendopg.org/declarationofmedicalproxy.pdf>

### **Accompanying Dependents Insurance**

Whitaker Fellows and Scholars may purchase insurance coverage for an accompanying spouse and dependent children at their own expense. You may obtain a brochure with information on the CISI website: <http://culturalinsurance.com/>

### **Immunization Information**

Information can be obtained through the Public Health Information Network. Consult: <http://www.cdc.gov/phn/>.

In addition, the International Traveler's Hotline at the Centers for Disease Control and Prevention offers information via country-specific recordings. The telephone number is 404-332-4559. To order written reports by fax, use 404-332-4565, website: [www.cdc.gov/travel](http://www.cdc.gov/travel). Downloadable reports and fact sheets are also available from the Department of State's website at <http://travel.state.gov>.

## **Health Care**

All grantees should review the CDC Fellow book at <http://www.cdc.gov/travel/> before departure from the U.S. Upon arrival in your country of assignment identify the location of medical facilities. Go to those places to familiarize yourself with their location, entrances, etc.

Should you become ill while you are abroad, you may contact the nearest U.S. embassy or consulate for a list of local doctors, dentists, medical specialists, and other sources of medical information. Consular officers cannot supply you with medication.

**Take three to six months of your medical prescriptions with you.** Take a good supply of medicines with you in your carry-on bag, as luggage is often lost. You should also bring spare glasses and contact lenses and necessary solutions. If you will be away from urban areas, you should be sure to bring remedies to treat your most common ailments.

Maintain a routine of physical activity while abroad. Physical activity is important for both physical and mental health.

**Be aware of the possible differences in medical traditions in your country of assignment.** There are three distinct traditions:

- injection oriented,
- oral oriented,
- suppository oriented.

For example, one American woman in Francophone Africa went to the doctor and received a prescription for medication. She took one pill twice a day with water for several weeks, but did not improve. When she returned to the doctor, she discovered that the medication was a suppository.

The moral of this example is twofold: (1) make no assumptions; and (2) ask questions. In some cultures asking questions may show a lack of trust on the part of the patient. However, you should ask anyway.

While it may seem dire to suggest it, you should have an effective will in place prior to departure.

If you have allergies, reactions to certain medicines or other unique medical problems, consider wearing a "medical alert" bracelet and be certain that you take—and have readily available—copies of pertinent medical information with you. You should also two copies of any important medical, dental, and inoculation records (or summaries): one for your new doctor and dentist and one to carry on trips. In an emergency such preparedness will aid medical professionals in assisting you quickly and efficiently. In addition, in the event you are not able to make medical decisions for yourself, you should designate someone as your medical "proxy." Each state has its own regulations and forms for medical proxies. Be sure to execute one, bring a copy with you, give a copy to the person you have designated. Please provide IIE with a copy, as well.

The International Association for Medical Assistance for Travelers (IAMAT) is a nonprofit, worldwide association of English-speaking doctors that assists travelers in finding competent medical aid, for a reasonable prearranged fee, while in foreign countries.

For further information and a list of recommended doctors throughout the world, contact:

The International Association for  
Medical Assistance for Travelers  
417 Center Street  
Lewiston NY 14092  
Tel: 716-754-4883  
E-mail: IAMAT@SENTEX.NET

*The following publications and telephone hotline may also be useful:*

- ***The Healthy Traveler.*** Beth Weinhouse. (Pocket Books, 1987) Many health topics are addressed, especially suggestions for female travelers and the special needs of toddlers. Cost: About \$7.
- ***Travel Healthy, The Traveler's Complete Medical Kit.*** Dr. Harold Silverman. (New York: Avon Books, 1986) This book features information on common travel-related ailments, required and suggested vaccines, foreign brand names of familiar drugs, special traveling advice for children and senior citizens, and how to find a doctor in a foreign country. About \$4 in most bookstores.
- ***How to Stay Healthy While Traveling.*** Robert L. Young, M.D. (Santa Barbara, CA: Ross-Erikson, Publishers, 1980) This handbook was originally written with college-student travelers in mind, but its practical advice is applicable for travelers of all ages. It not only discusses essentials of preventive medical care, but lists other useful resources as well. About \$5 in most bookstores.
- ***Health Information for International Travel.*** May be ordered by sending a check or money order for \$7.00 payable to the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20420 (Tel: 202-512-1800) and requesting publication S/N 017-023-00194-9. Publications may be ordered by fax at 202-512-2250.
- ***Health Hints for the Tropics.*** Ed. by Martin S. Wolfe, M.D. Regularly revised, this booklet provides comprehensible medical advice about immunizations, malaria preventions, travelers' diarrhea, and other special health concerns for travelers in tropical regions of the world. Available from The American Society of Tropical Medicine and Hygiene, 6435 31st Street, NW, Washington DC 20015-6721. Cost: \$4.00; less for multiple copies.
- ***Recommendations for the Prevention of Malaria Among Travelers.*** Centers for Disease Control. MMWR 1990; 39 (no. RR-3): pp.1-10. MMWR is a periodical published by the Centers for Disease Control and can be found at a good library. It is possible to get a subscription, but not single issues.
- ***Centers for Disease Control National AIDS Hotline:*** 1-800-342-AIDS.
- ***Your Trip Abroad. Superintendent of Documents, U.S. Government Printing Office*** (S/N 044-000-02335-1. Cost: \$1.25).
- See also *Appendix E, "Helpful Hints for Life in the Tropics."*

**International Society of Travel Medicine**, (ISTM) with 1800 members in 53 countries, is committed to the promotion of healthy and safe travel. ISTM advocates and facilitates education, service and research activities in the field of travel medicine. Among other Internet listings is a directory of travel clinics operated by ISTM members.

P.O. Box 871089, Stone Mountain, GA 30087-0028.

Tel: 770-736-7060, Fax: 770-736-6732, E-mail: [istm@.org](mailto:istm@.org), [www.istm.org](http://www.istm.org)

### **American Society of Tropical Medicine and Hygiene**

E-mail: [astmh@astmh.com](mailto:astmh@astmh.com)

Website: [www.astmh.org](http://www.astmh.org) with links to Shoreland's Travel Online, containing Individual Country Profiles, a Travel Medicine Provider listing and other travel specific information. This site is updated daily.

## **ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)**

The Acquired Immune Deficiency Syndrome (AIDS) is caused by the suppressive effect on the body's immune system by a virus termed Human Immunodeficiency Virus (HIV), formerly called Human T Lymphotropic Virus Type III (HTLV III) or Lymphadenopathy-Associated Virus (LAV). This organism attacks the cells in the body that help protect a person against parasitic, fungal, and bacterial infections. People infected with this virus may be totally asymptomatic, may have symptoms but no disability, or may have the serious life-threatening illness called AIDS.

### **Having AIDS and Accepting an Assignment Abroad**

Living abroad presents major risks to those with the viral infection that causes AIDS. If there is a chance that you have the infection, we recommend that you be tested. If you have the infection, you should consider the risks you will face and probably not accept an assignment abroad.

### **Safety of Blood, Blood Products, and Needles**

In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of transfusion-associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and, therefore, these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, or other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

## HUMAN IMMUNODEFICIENCY VIRUS (HIV)

### Testing Requirements for Entry into Foreign Countries

An increasing number of countries require that foreigners be tested for Human Immunodeficiency Virus (HIV) prior to entry. This is particularly true for students or long-term visitors. **Before travelling abroad, check with the embassy of the country to be visited to learn entry requirements and specifically whether or not AIDS testing is a requirement.**

## MALARIA PROPHALAXIS IN MALARIOUS AREAS

*(This information is excerpted from material prepared by the Office of Medical services of the Department of State)*

### G6PD Deficiency

Certain persons have an inherited deficiency of an enzyme, glucose-6-phosphate dehydrogenase (G6PD) in their red blood cells and, although the implications of this condition are not all known, it is considered a minor abnormality. It is, however, recommended that persons with G6PD deficiency avoid certain drugs to minimize any possibility of red blood cell destruction. A deficiency of G6PD can be tested for by most laboratories and is part of the laboratory blood tests required for persons going to areas of the world where malaria is prevalent.

A drug of particular concern for anyone working in malarious areas is Primaquine. Primaquine is used for prevention of relapsing types of malaria, once anti-malarial suppressive drugs, such as chloroquine, paludrine, mefloquine and doxycycline, have been stopped. Should primaquine be recommended as a treatment, inform the prescribing physician that you have a G6PD deficiency, if that is the case. Other anti-malarials, including chloroquine, paludrine, mefloquine and doxycycline, can be safely taken by people with G6PD deficiency.

It is suggested that you record the presence of G6PD deficiency in your yellow International Certificate of Vaccination, under remarks concerning known sensitivities.

Some of the drugs and chemicals that have clearly been shown to cause clinically significant hemolytic anemia in persons with G6PD deficiency and, therefore, should not be taken are:

ACETANILID	SULFANILAMIDE
FUROXONE	SULFACETAMIDE
METHYLENE BLUE	SULFAPYRIDINE
NALIDIXIC ACID (NEGRAM)	SULPHAMETHOXAZOLE (GANTANOL)
NAPHTHALENE	NITROFURANTOIN (FURADANTIN)
PHENYLHYDRAZINE	PRIMAQUINE

Recent studies indicate that the current chloroquine/paludrine combination used for malaria prophylaxis is no longer the most effective regimen to prevent this disease. The new regimen recommended by the Public Health Service and endorsed by the United States Department of State Medical Unit is the use of Mefloquine. There are restrictions on the use of Mefloquine that you should be aware of when considering placements in areas where it is the drug of choice for malaria prophylaxis.

Malaria is a disease whose prevention and treatment is constantly changing as the parasite becomes

resistant to the different drugs used against it. The choice of drugs is made on the basis of a balance between efficacy and safety. By definition, as newer drugs are introduced, their efficacies are more quickly determined than their safety, which can only be evaluated after large numbers of people have taken the new drug over a prolonged period of time. Recognizing that all drugs have side-effects and none are 100% effective, the Office of Medical Services, United States Department of State (MED), strives to achieve a proper balance in making its recommendations for prophylaxis against malaria.

MED has recommended chloroquine and proguanil (Paludrine) for prophylaxis in areas of chloroquine-resistant *Plasmodium falciparum* (CRPF). This combination is extremely safe, and has provided good protection against CRPF. Now the rather limited available data indicate that in tropical Africa and certain other malaria areas, the most effective prophylactic drug is Mefloquine (Lariam) taken weekly. It is estimated that the protective efficacy of Mefloquine in CRPF areas of tropical Africa is about 92% versus about 65% for chloroquine and Paludrine, and essentially no protection with chloroquine alone. Although Mefloquine has been associated very rarely with serious adverse reactions (e.g., hallucinations, convulsions), all published studies to date confirm that Mefloquine is generally well-tolerated when used for prophylaxis. Minor side effects, such as gastrointestinal disturbances and dizziness, tend to be transient and self-limited. All the above mentioned side effects are more frequent when Mefloquine is used for treatment of malaria, where higher doses are used than those used prophylactically.

Mefloquine is contraindicated in certain people, including those on beta-blockers or quinidine, those with a history of epilepsy or a significant psychiatric disorder, pregnant women, and children under 35 pounds.

An alternative prophylactic drug is daily doxycycline. Studies in Thailand have found this drug useful for that area, but there have not been studies in Africa to give a comparative protective efficacy figure relative to Mefloquine or chloroquine plus proguanil. Doxycycline is known to cause photosensitivity, usually manifested by an exaggerated sunburn reaction. This can be minimized by avoiding prolonged, direct exposure to the sun, or using sunscreens (SPF 8 to 15) that absorb long-wave ultraviolet radiation. Intestinal problems and yeast infections may also occur. Doxycycline cannot be used by pregnant women or children under 8 years.

Another alternative regimen in Africa is the above-mentioned combination of proguanil daily, plus chloroquine weekly. This combination is generally well-tolerated and according to limited studies provides about 65% protection. Both of these drugs are considered safe in pregnancy and in small children.

The U. S. Public Health Service and MED's recommendation for tropical Africa is Mefloquine (weekly) alone, for those with no contraindication to its use. Doxycycline (daily) alone is an alternate regimen for those who are intolerant of Mefloquine or for whom Mefloquine is contraindicated. For those unable to use either Mefloquine or doxycycline, especially pregnant women and young children, daily proguanil plus weekly chloroquine is recommended. Whatever regimen is used, the drug(s) must be taken religiously while in the malarious area and for four weeks after leaving.

Since no anti-malarial drug regimen alone can offer total protection, in addition to religious use of anti-malarial drugs, there are a number of important measures to protect against mosquito bites and the acquisition of malaria. These include:

1. Remain in well-screened areas.
2. Use mosquito nets enclosing the bed while sleeping. Check frequently for holes.
3. Use insect repellents containing about a 35% concentration of DEET on exposed parts of the body.
4. Spray clothing with permethrin (Permanone) repellent.
5. Wear clothes that cover most of the body.
6. Use flying insect spray containing pyrethrum in living and sleeping areas.
7. Mosquitoes are most active at dawn and dusk, so take extra precautions during those times.
8. Mosquitoes are attracted to water, particularly stagnant water. To avoid bites, light mosquito coils upon entering the washroom and even while bathing.

It should be emphasized that the risks for malaria can vary significantly within the same country, and that the Health Unit at the embassy remains your best source for the most current information on malaria.

### **List of Countries with Chloroquine Resistance**

Certain countries have particular health concerns that require the United States Department of State to implement specific policies. For example, in areas where chloroquine resistant malaria has been identified, Mefloquine has been designated by the United States Department of State Medical Unit as the preventive treatment of choice. Therefore, no grantees will be assigned to countries with chloroquine resistant malaria if grantees and their accompanying dependents cannot take Mefloquine. Applicants will be advised of any changes in policy. At the time of printing of this handbook, the following countries fall into this category:

<b><i>Africa:</i></b>	All countries in tropical Africa.
<b><i>South Asia:</i></b>	Bangladesh (north, east), India, Nepal, Pakistan, and Sri Lanka.
<b><i>East Asia:</i></b>	China (Hainan and Yunnan Provinces).
<b><i>Southeast Asia:</i></b>	Indonesia, Malaysia, Philippines (Luzon, Basilan, Mindoro, Palawan, Mindanao, Sulu Archipelago), and Thailand.
<b><i>Oceania:</i></b>	Papua New Guinea.
<b><i>Latin America:</i></b>	Bolivia, Brazil, Colombia, Ecuador, Panama (east of Canal Zone, San Blas Islands), Peru (northern provinces), and Venezuela.

Not all areas of a particular country are affected. In some cases, the capital city and other large urban areas are considered free of malaria but malaria prophylaxis is recommended for people visiting rural areas. In other countries, people going to areas of a country at an altitude higher than 3,000 meters above sea level do not need to guard against malaria, but people going to coastal areas or lower tropical valleys must take protective medication.

## **Hepatitis A Vaccine**

### **About the Disease**

Hepatitis A is a serious liver disease caused by the hepatitis A virus (HAV). HAV is found in the stool of persons with hepatitis A. The spread of HAV is usually by close personal contact and sometimes by eating food or drinking water containing HAV.

Hepatitis A can cause a wide variety of symptoms ranging from mild “flu-like” illness to more serious problems, such as yellowing of the eyes (jaundice), severe stomach pains, and diarrhea, that may require hospital admission. A person who has hepatitis A can easily pass the disease to others within the same household. In some cases, hepatitis A causes death.

### **About Hepatitis A Vaccine**

Vaccination is the best way to protect against hepatitis A. People who get the hepatitis A vaccine have protection for years against infection with HAV. The vaccine is made from a killed virus and is given as a shot in the muscle of the upper arm (deltoid). Before the hepatitis A vaccine was available, only short term protection could be achieved by giving immune globulin (also called “gamma globulin” or IG); see box on next page.

### **Hepatitis A Vaccine Schedule**

The dose and vaccination schedule vary according to age:

- For adults >18 years of age: two doses; 6-12 months apart.
- For children and adolescents 2-18 years of age: three doses; second dose one month from the first; third dose, 5-11 months from the second.
- Other vaccines may be given at the same time as the hepatitis A vaccine.

### **Who Should get the Hepatitis A Vaccine?**

- Persons 2 years of age and older traveling or working in countries with high rates of hepatitis A, such as those located in Central or South America, the Caribbean, Mexico, Asia (except Japan), Africa, and southern or eastern Europe.
- Persons who live in communities with high rates of hepatitis A; some examples include American Indian, Alaska Native, and Pacific Islander communities and selected religious communities.
- Men who have sex with men.
- Persons who use street drugs.
- People with chronic liver disease.

### **Who are at Risk from Hepatitis A Vaccine?**

Hepatitis A vaccine is very safe. As with any medicine, there are very small risks that serious problems, even death, could occur after getting a vaccine. Most people who get hepatitis A vaccine have no problems from it.

## **Hepatitis B Vaccine and Hepatitis B Immune Globulin**

What you need to know before you or your child gets the vaccine.

### **Risks of the Disease**

Hepatitis B is a serious disease. The first stage of it may lead to:

- loss of desire to eat,
- feeling tired,
- pains in muscles, joints or stomach,
- diarrhea or vomiting,
- yellow skin or eyes,
- death.

### **Long Lasting Infection with Hepatitis B Virus may:**

- destroy the liver (cirrhosis),
- lead to liver cancer,
- cause death.

*Each year in the U.S. 150,000 people get hepatitis B. More than 11,000 people have to stay in the hospital for care. 4,000 to 5,000 die from hepatitis B.*

### **How is it Spread?**

Hepatitis B virus is carried in the blood and body fluids of an infected person. It can pass through tiny breaks in the skin, mouth, vagina, or penis. A person can get infected in several ways, such as:

- during birth when the infected mother passes the virus to her baby,
- by having sex with an infected person,
- by being stuck with a used needle,
- by sharing personal items, such as a razor or toothbrush.

NOTE: People can spread hepatitis B virus without even knowing they have it.

### **About the Vaccine**

*Benefits of the vaccine:* Vaccination is the best way to protect against hepatitis B.

### **Hepatitis B Vaccine Schedule**

Most people should get 3 doses of hepatitis B vaccine. If you miss a dose or get behind schedule, get the next dose as soon as you can. There is no need to start over.

Other vaccines may be given at the same time as the hepatitis B vaccine.

AGE FOR HEPATITIS B VACCINE			
Dose #	Infant whose mother HAS hepatitis B virus	Infant whose mother does NOT have hepatitis B virus	Other recommended age groups
1	Within 12 hours of birth	Birth – 2 months	Now
2	1-2 months of age (at least 1 month after dose #1)	1- 4 months of age (at least 1 month after dose #1)	1-2 months after dose #1
3	6 months of age (at least 2 months after dose #2)	6-18 months of age (at least 2 months after dose #2)	4-6 months after dose #1

**Who should get Hepatitis B Vaccine?**

- Most infants.
- Children 10 years of age and younger whose parents are from parts of the world where hepatitis B is common.
- Pre-teens and teens who have not been given the vaccine already.
- Adults at risk.

*Ask your doctor or nurse if you should get the vaccine.*

**What are the Risks from Hepatitis B Vaccine?**

Hepatitis B vaccines is one of the safest vaccines. As with any medicine, there is a very small risk that serious problems, even death, could occur after getting a vaccine. Getting the disease is much more likely to cause serious illness than getting the vaccine.

**Other potential hazards encountered abroad**

**Animal bites** •Spitting cobras spit at a two to three foot level and, therefore, are most dangerous to children and pets.

**Automobiles** •The single greatest cause of injury and death to Americans abroad is automobile accidents. Please practice defensive driving and exercise caution as a pedestrian. Do not assume that there are commonly held laws or rules regarding driving practices.  
•In many countries driving is completely non-regulated.

**CO<sup>2</sup>** •Make sure there is always ventilation when operating a stove or heater. For example, a common problem is a gas leak in the water heater; therefore, you should leave the bathroom door open when showering.

**Dehydration** •Avoid or minimize your intake of alcohol and caffeine. You should not be guided by how you feel, as people often lose their thirst mechanism when they become dehydrated.

- Electricity*** •Be careful about handling non-grounded electrical equipment.
- Flammability*** •Remember that gasoline and many other substances are flammable.
- Household Help***
- If you have assistance be certain that personnel follow precautionary measures for the preparation of food. Be clear about what they should do and why. If they perceive the step as unnecessary, they may omit it. Adhere to the maxim “trust but verify.”
  - If anyone lives in your home, make sure that he or she has an x-ray examined by a local doctor to verify that he or she does not have tuberculosis.
  - Provide lots of soap, water, and towels to household help for cleaning their hands.
- Parasites***
- Prepare food appropriately. All produce should be well-cleaned using chlorox or iodine solution. Soak the items for thirty minutes then rinse in pre-boiled water.
  - Stay away from salads! Eat thoroughly cooked hot food. Make sure that water bottles are opened in front of you in order to verify that they are not refilled from the tap.
  - Do not assume that because you are in a hotel the food is safe.
  - Keep pre-boiled water in jugs in the refrigerator.
  - Please note that filtering water does NOT clean it adequately.
  - Two of the most common stomach parasites are giardia (characterized by sulphur burps and intestinal distress) and difragilis. Do not panic over diarrhea unless you see blood in your stools; then you should seek immediate assistance. In contrast, it can be extremely dangerous for a baby to have diarrhea for more than 24 hours.
- Swimming***
- To avoid water parasites do NOT swim in fresh non-chlorinated water. Both still water (lakes) and running water (rivers) are hazardous. By using soap when taking a shower, the risk is greatly reduced. Drowning, of course, is another potential water hazard.
- Violence***
- Maintain an awareness of your environment and an alertness to changes in that environment. Always inquire with locals about the safety of an area. For example, women should be particularly careful to discern whether or not jogging is appropriate.

## **APPENDIX A**

### **—CHECKLISTS—**

#### **USEFUL ITEMS TO BRING**

- Address book
- Camera and cables to connect to computer
- Clothes that don't wrinkle or show dirt
- Bike lock
- Comfortable shoes; flip-flops for public showers
- Contact lens fluid (bring a lot—it may not be available abroad)
- Credit cards
- Daypack for short trips
- Dental floss
- Extra passport-size photos for passes and ID cards
- First aid kit
- Flashdrive for computer file transfer or back-up
- Flashlight and batteries
- Hang-around-the-neck money belt
- Insect repellent
- Lightweight journal
- More underwear and socks, fewer other clothes
- Power Adapter
- Phone numbers (phone card)
- Pictures of family, friends, and pets
- Small gifts for local people who help you (items from your hometown or Alma mater)
- Small battery powered alarm clock
- Sunglasses/sun block/sunscreen
- Toilet paper (or travel packs of tissues)
- Travel guide books (*Let's Go... Lonely Planet, Rough Guide*)
- Travelers checks
- Ziplock plastic bags (to keep things dry)

## **BEFORE YOU GO**

Prior to departing the United States, make two photocopies of the following:

- The entire contents of your wallet.
- Your passport.
- Medical prescriptions (including generic drug names).
- All travel itineraries
- Hostel and other identification cards.
- Travelers check numbers.

Leave one copy with someone in the United States and carry the other copy separately from your money belt. Make reduced but legible copies to decrease the amount of paper you have to carry.

Also, leave the number of the State Department's Citizens Emergency Center (202-647-5225) with your relatives for use in the event of a natural disaster or other disruption to normal life in your country of assignment.

NOTE: If you have children who will remain in the United States in the care of someone other than a parent, you should be sure the caretaker is empowered to make decisions regarding the care of your children in a medical emergency during your absence.

## **FINAL STAGE**

### **PREPARING TO TRAVEL**

- Passport (that will remain valid) obtained for each family member
- Visa applications
- Travel and arrival itinerary left with IIE and with family
- Change of address forms sent to banks, insurance company, etc.
- Completed Power of Attorney forms
- Completed Medical Proxy forms left with IIE and with family
- Absentee ballots for Americans overseas (seek assistance through Congressional representative)
- Driver's license that will not expire. Check on possibility of renewals from overseas
- International driving permit
- Tax forms (federal, state, municipal)
- Will(s)
- Traveler's checks
- Official copies of marriage/birth certificates, diplomas/degrees or transcripts for self and family members who may wish to study or work
- Cancel subscriptions to newspapers and magazines

## PACKING

- Check with airlines about weight allowances versus allowance by size of suitcases .  
These allowances vary between countries
- Packers for airfreight (to be packed at your residence, if possible)
- Buy supplies for future needs (medications, optical supplies)
- Pack and ship printed educational materials
- Inoculations and immunizations for self and family, including boosters for adults (who often forget)
- Insurance [pay premiums for or obtain (a) life, (b) health, (c) personal household effects for permanent residence (d) personal liability, and (e) auto (f) travel]
- Purchase separate health coverage for spouse and children

## MISCELLANEOUS

- Research whether there are camera use courtesies/regulations to be aware of in country of assignment
- Select items to be part of carry-on baggage in event of layovers
- Know regulations on use of American flag carriers, generally, and for unplanned and personal stopovers

## **APPENDIX B**

### **—COMPARATIVE WEIGHTS AND MEASURES—**

The following chart may be useful to you to better understand the metric system and to make conversions.

#### **Linear Measure**

1 inch = 2.54 centimeters  
1 foot = 12 inches = 30.48 centimeters  
1 yard = 3 feet = 36 inches = 91.44 centimeters  
39.4 inches = 1 meter  
1 mile = 5,280 feet = 1.609 kilometers

To approximately convert miles to kilometers, multiply the mileage by 1.6

#### **Liquid Measure**

1 cup = 8 ounces = .2356 liters  
1 pint = 2 cups = .473 liters  
1 quart = 2 pints = 4 cups = .946 liters  
1.057 quarts = 1 liter  
1 gallon = 4 quarts = 3.785 liters

#### **Weight**

1 ounce = 28.35 grams  
1 pound = 16 ounces = 454 grams  
1 ton = 2,000 pounds = .907 metric tons  
2.2 pounds = 1 kilogram

#### **Surface**

10.8 square feet = 1 square meter  
1 square foot = 0.093 square meters  
1 acre = 100 square meters

## Temperature

To convert Fahrenheit to degrees Centigrade, subtract 32 from the F measure, multiply the result by 5 and divide by 9.

To convert Centigrade to Fahrenheit, multiply the C measure by 9, divide by 5 and add 32 to the result.

## Oven Temperatures

Degrees F.	Degrees C.
475	240
450	230
425	220
400	200
375	190
350	180
325	170
300	160
275	150
250	140

## Thermometer Readings

Degrees F.	Degrees C.
100.4	38
95	35
86	30
77	25
69.8	21
50	10
41	5
32	0
23	-5
14	-10
5	-15
1.4	-17
-3	-25

## APPENDIX C

### —CLOTHING AND SHOE SIZE EQUIVALENTS—

Clothing and shoe size equivalents are different in many countries from those in the United States. The following is a list indicating these differences:

#### WOMEN'S SIZES

Misses' dresses, coats, suits:

U.S.	6	8	10	12	14	16
U.K.	8	10	12	14	16	18
Other	36	38	40	42	44	46

Junior dresses, coats, suits:

U.S.	7	9	11	13	15
Other	36	38	40	42	44

Ladies' blouses and sweaters:

U.S.	32	34	36	38	40	42	44
Other	38	40	42	44	46	48	50

Ladies' hosiery:

U.S.	8	9	10	11
Other	0	2	4	6

Ladies' shoes:

U.S.	6	6½	7	7½	8	8½	9
U.K.		5		6		7	
Other	37	38½	39	39½	40	40½	41

## CHILDREN'S SIZES

U.S.	3	4	5	6	6X	7	8	10
Other (cm)	120	125	130	135	140	145	150	155
Age	6	7	8	9	10	11	12	13

## MEN'S SIZES

Men's suits, overcoats, sweaters:

U.S. and U.K.	32	34	36	38	40	42	44	46
Other	42	44	46	48	50	52	54	56

Men's Dress Shirts:

U.S. and U.K.	14	14½	15	15½	16	16½	17
Other	36	37	38	39/40	41	42	43

(Most sweaters and sport shirts are usually marked Small, Medium, Large, and Extra Large)

Men's Hats:

U.S.	6¾	6f	7	7c	7¼	7d	7½
U.K.	6e	6¾	6f	7	7c	7¼	7d
Other	54	55	56	57	58	59	60

Men's Shoes:

U.S.	7½	8½	9½	10	10½	11½
U.K.	6½	7½	8½	9	9½	10
Other	40	41	42	43	44	45

**APPENDIX D**  
**—USEFUL INFORMATION TO KEEP ON HAND—**

**Social Security Number:**

**Passport Number:**

**Emergency Contact:**

Name:

Relationship:

Address:

Phone Number:

**Emergency Medical Information:**

Medical Insurance Company:

Medical Insurance Policy Number(s):

Blood Type:

Allergies:

Other Critical Medical Information:

**Other Important Information:**

Credit Card Numbers:

Credit Card Company Emergency Numbers:

Driver's License Number:

Checking Account Number:

Other:

**In-country contact:**

Name:

Address:

Phone Number(s):

## **APPENDIX E**

### **—HELPFUL HINTS FOR LIFE IN THE TROPICS—**

#### **Health**

**Remember your anti-malaria medicine. Take it every week on the same day of the week. Keep your vaccinations and shots up-to-date.**

It is wise for all domestic servants to have periodical medical check-ups.

Be extra careful about sanitary precautions such as washing hands before handling food.

Boil and filter all drinking water. Boiling should be done for at least ten (10) minutes at a rapid boil. Water purification tablets or iodine tablets may be used when boiling and filtering is not possible, but remember that this process does not make the water as safe as boiling and filtering.

Keep flies and other insects off food—they are carriers of disease.

Be cautious with fruits and vegetables. Only peelable fruits and vegetables are safely eaten uncooked unless you know they have been treated to an iodine or chlorox soak. Drinks made from tap water or with tap water ice are unsafe.

Schisto parasites, carried by snails, may be present in freshwater lakes and streams and can cause a very unpleasant disease. Swim only in fresh water that has been tested and declared free of such parasites.

Because of the heavy undertow, the ocean is a dangerous place to swim. Use extreme caution and swim only in recommended areas.

The sun is very hot and can burn you quickly, especially between noon and 4:00 p.m.

#### **House**

Some porches accumulate dangerously slippery mold during the rainy season. Treat with a combination of boiling water, chlorox, and detergent, followed by scrubbing with Ajax and a stiff brush or steel wool.

Chemical drain cleaners will stop some bacterial action in the septic tank but can also cause problems if your plumbing contains lead.

If air does not circulate freely in your house, keep a fan going when the house is shut up so that the furniture will not mildew.

Keep candles, matches, and flashlights in familiar locations so that you may find them easily when the electricity fails.

## **Clothes**

Iron all clothes that have been hung outside. This kills the larvae of flies before they can burrow into your skin.

An electric light bulb burning in the closet will help keep clothes dry. Be sure the light bulb has a protective cover to prevent a fire.

Air-tight garment bags help keep clothes clean, mildew-free, and bug-free (cockroaches can cause expensive damage to clothes, especially rayon fabric) providing you put some moth balls at the top of the bag. Gas from moth balls is heavier than air so place the balls high to be effective.

Your wire clothes hangers will rust in this humidity and stain your clothes. Cover them with plastic.

## **Food**

Keep dry foods in good condition and insect-free by storing them in air-tight containers such as Tupperware.

Yeast is best kept in the refrigerator or freezer. Two rounded teaspoons dry yeast = one compressed cake or one package of yeast.

Baking powder deteriorates rapidly in tropical climates. If your baking powder is old, double the amount called for in a recipe.

Packaged flour can be kept indefinitely without accumulating weevils (unless the manufacturer presented you with some in the original packing) by putting it into glass jars or tin containers with tightly-fitting tops.

Add a few grains of rice to the salt in your shaker to keep salt dry.

Always try to buy fish that are still alive. A fish that is not alive, but is perfectly fresh, has bulging translucent eyes and bright red gills. The flesh is firm and elastic and has a distinctly fresh odor. Placed in a pan of water, it will sink to the bottom. If it floats, throw it away. Another test is to sniff along the backbone. If the fish has begun to spoil, this is where the odor will first be noticeable.

## **Personal Possessions**

Use mineral oil to remove rust. Do not wash after removing the rust; leave a thin coat of oil on the metal to prevent the metal from further rusting. Do not use oil on any items that must subsequently be painted.

Cover computers, typewriters, sewing machines and other appliances tightly when not in use to discourage corrosion. Even the “stainless” metals suffer in salt air.

Keep your washing machine uncovered and the wringer tension released when not in use.

Mildew can be prevented in an enclosed area by using moth balls. Be sure to place them high so that the entire area will be permeated by the gas. Put the moth balls in drawers, cabinets, closets, trunks, bookshelves, tool chests or wherever you have a musty odor; the odor will vanish. Do not use moth balls where you have cameras and film.

Washable air conditioner filters should be washed once a week. Bedroom air conditioner filters require special attention (because of lint from the bedding) on the side of the filter facing the room. Lint can be removed from the filter by shaking or light dusting. This should be done before washing, otherwise washing may force the lint into the tiny cells of the filter and become very difficult to extricate.

Stereo equipment, radios and tape recorders will last longer if used frequently because operation helps keep the equipment dry.

If you live in an area where the electric current fluctuates, a constant voltage regulator will preserve your stereo. Constant voltage regulators should be disconnected when not in use to maximize their life.

Often the home wiring system is not grounded. Therefore, each appliance should be grounded wherever possible. Be very careful not to touch wet hands to any appliance while it is plugged into a power source.

If you have a 110-volt appliance, be sure that you use a transformer with sufficient wattage to handle your equipment.

When the electrical power goes out, turn off major appliances to avoid damaging them when the power is restored. Two factors may be involved in causing damage: (1) an initial power surge when current is restored, and (2) a sharp voltage drop caused by simultaneous heavy power requirements all over the city. Electric motors and certain other equipment draw considerably more current during initial start-up than during normal operation. Thus, with all electrical motors and appliances commencing operation simultaneously immediately after a black-out, the electrical demands are exorbitant. These heavy demands cease after about five minutes. This is the time to plug in your appliances gradually.

## **Pests**

Infestations of ants, cockroaches, mosquitoes and flies are heaviest during the rainy season when the insects are seeking a dry and protected shelter.

Spraying for ants, unless you can score a direct hit on the nest, is usually not too effective. General spraying may kill a few ants but the bulk will not have been touched and will carefully circumvent the sprayed area and pester you in another spot.

To locate ant nests, put down a tiny amount of sugar and wait. Soon the ants will have formed a living path from the sugar to the nest.

Ants do not like Ajax. You can rid any working area of them for a while by wiping liberally with Ajax and not removing all of it.

Ammonia takes the itch out of bites.

If you find ants crawling over clean dishes in the cupboard, you may conclude that an imperceptible film of grease remains on the dishes. This can be corrected by adding a small amount of strong detergent (like Spic and Span) to your dish detergent. Make sure that your dishes will not be damaged by the concentration.

For cockroaches, spraying can be effective. Concentrate especially on crevices in wood where eggs tend to be deposited. Cockroaches live in the soil under the houses, around water and sewage pipes, in cesspools, etc. They migrate into the house searching for food, water, and/or shelter. They eat clothing, books, and furniture, as well as food, voraciously. They do not only crawl; they fly as well.

A mixture of mashed potatoes and boric acid is lethal to cockroaches but this is a dangerous poison and must be kept far from the reach of children and pets.

Cockroaches especially like to build their homes in the subterranean areas of bathrooms.

Although you may not be able to liquidate all of them that are breeding on the level below your bath, you can keep them from entering the house. All cracks in or between the tile must be filled. Openings between the tub (or shower) and the floor and the toilet and floor should all be filled with cement. Before sundown every day, the stopper should be placed on each over-flow drain.

Cockroaches do not like moth balls. They avoid any area that carries the odor of moth balls.

Keep flies off food. Screen your house if possible. Flies carry many serious diseases. If you cannot avoid flies in your house, try to keep all exposed food covered.

Mosquitoes seek dark places in the house during the day and come out at night to feed. You can avoid this by cleaning under each piece of furniture everyday and shaking the drapes and hanging clothes. Persistent disturbance of their favorite hiding places send them elsewhere. This can be more effective than spraying.

Destroy mosquito breeding hide-aways outside your house also. These may be tin cans partially filled with water, empty boxes, lumber, untrimmed bushes, poorly drained washtubs, etc. Water standing in flower pots is an ideal breeding place for mosquitoes.

## **Pets**

It has been said to have your dog vaccinated twice a year. The vaccine that provides immunity for a year or more in temperate climates holds for only six months in the tropics. Better check with your vet for his opinion.

Protect your pet with a therapeutic shampoo containing anti-bacterial, fungal and parasitic properties.

De-worm your dog frequently. Tape worm, hookworm, and round worm abound in the tropics.

Keep your pets free of fleas, ticks, mites, etc. which carry diseases. Avoid flies and mosquitoes whenever possible. Certain flies deposit larvae which burrow into a dog's flesh and cause considerable discomfort; mosquitoes transmit heart worm.

A cat's temperature is normally 100° to 102.5° Fahrenheit.

A dog's temperature is normally 100° to 102° Fahrenheit.

## **Cars**

When parking your car in the hot sun, leave a window open a half inch to allow moist heat to escape. Windows have exploded from trapped heat.

Check battery, radiator and oil often—consumption of water is higher in the tropics. Carry a spare tire with you always. Be sure it is in good repair and that tools for changing tires are ready for use.

Remove accumulated film from the windshield with Spic and Span and hot water or with straight vinegar; wipe dry with some friction. Do not permit either preparation to run down on the rubber gasket or on the finish of the car.

If metal has been eaten by salt air or humidity, it often helps to rub it vigorously with a rag soaked in kerosene.

## APPENDIX F

### Short Term Insurance Policies and for Educational Exchange Participants

#### ALL ABOARD BENEFITS

All Aboard Benefits  
6162 E. Mockingbird Lane #104  
Dallas, TX 75214  
Phone: 1-800-462-2322 (USA)  
(214) 821-6677  
Fax: (214) 821-6676  
E-mail: [info@allaboardbenefits.com](mailto:info@allaboardbenefits.com)  
Website: <http://www.allaboardbenefits.com>

#### THE GATEWAY PLANS

Gateway Plan Administrator  
Seabury & Smith  
1255 23rd Street, NW  
Washington, DC 20037  
Phone: 1-800-282-4495  
(202) 367-5097  
Fax: (202) 367-5076  
E-mail: [gateway.dc@seabury.com](mailto:gateway.dc@seabury.com)  
Website: <http://www.gatewayplans.com>

#### THE HARBOUR GROUP

The Harbour Group  
1800 Michael Faraday Dr., Suite 201  
Reston, VA 20190  
Phone: 1-800-252-8160  
(703) 733-0952  
Fax: (703)-733-0946  
E-mail: [info@hginsurance.com](mailto:info@hginsurance.com)  
Website: <http://www.hginsurance.com>

#### HTH WORLDWIDE INSURANCE SERVICES

HTH Worldwide Insurance Services  
12900 Federal Systems Park Drive  
Suite 2A  
Fairfax, VA 22033  
Phone: 1-800-242-4178  
(703) 322-1515  
Fax: (703) 322-1636  
E-mail: [mail@highwaytohealth.com](mailto:mail@highwaytohealth.com)  
Website: <http://www.hthworldwide.com>

#### INTERNATIONAL EDUCATIONAL EXCHANGE SERVICES (IIES)

International Educational Exchange Services (IIES)  
118 Prospect Street, Suite 102  
Ithaca, New York 14850  
Phone: (866)-433-7462  
(607) 272-2707  
Email: [passport@foreignsure.com](mailto:passport@foreignsure.com)  
Website: <http://www.foreignsure.com>

#### THE INTERNATIONAL STUDENT ORGANIZATION IN AMERICA

I.S.O.A.  
250 West 49 Street, Suite 806  
New York, NY 10019  
Phone: 1-800-244-1180  
Fax: (212) 262-8920  
E-mail: [mailbox@isoa.org](mailto:mailbox@isoa.org)  
Website: <http://www.isoa.org>

#### INTERNATIONAL SOS

International SOS Assistance, Inc.  
Eight Neshaminy Interplex  
Suite 207  
Trevose, PA 19053-6956  
Phone: (215) 244-1500  
Fax: (215) 244-2227  
Website: [www.sevencorners.com](http://www.sevencorners.com)

#### NEW ENGLAND BENEFIT SERVICES

International Medical Group (IMG)  
407 North Fulton Street  
Indianapolis, IN 46202  
Phone: 1-800-628-4664  
(317) 655-4500  
Fax: (317) 655-4505  
E-mail: [insurance@imglobal.com](mailto:insurance@imglobal.com)  
Website: <http://www.nebenefitservices.com>

#### TRAVEL INSURANCE SERVICES

Travel Insurance Services  
2950 Camino Diablo, Suite 300  
Walnut Creek, CA 94596-3949  
Phone: 1-800-937-1387  
(925) 932-1387  
Fax: (925) 932-0442  
E-mail: [webinfo@travelinsure.com](mailto:webinfo@travelinsure.com)  
Website: <http://www.travelinsure.com>

#### WALLACH & COMPANY, INC.

Wallach & Company, Inc.  
107 W. Federal St.  
P.O. Box 480  
Middleburg, VA 20018  
Phone: 1-800-237-6615  
(540) 687-3166  
Fax: (540) 687-3172  
E-mail: [info@wallach.com](mailto:info@wallach.com)  
Website: <http://www.wallach.com>

**APPENDIX G**  
**—Useful Websites and Contact Information—**

**The Whitaker International Program**

[www.whitaker.org](http://www.whitaker.org)  
212-984-5525

**Institute of International Education (IIE)**

[www.iie.org](http://www.iie.org)

**Cultural Insurance Services International (CISI)**

<http://culturalinsurance.com/>

**CareMed (CISI's sister company for insurance coverage for dependents)**

[www.caremed-travelinsurance.com/index.php](http://www.caremed-travelinsurance.com/index.php)

**Center for Disease Control and Prevention (Health Information)**

[www.cdc.gov](http://www.cdc.gov)

**Internal Revenue Service (IRS) - tax information**

[www.irs.gov](http://www.irs.gov)

**Department of State**

<http://www.state.gov>  
<http://travel.state.gov>  
<https://travelregistration.state.gov/ibrs/ui>

**United States Customs and Border Protection**

[www.cbp.gov](http://www.cbp.gov)

**U.S. Government Publications**

[www.access.gpo.gov](http://www.access.gpo.gov)

## APPENDIX H

### **Whitaker International Fellows and Scholars Program** **—Terms and Conditions of Grant—**

1. Benefits under this grant are limited to those described on page one of these Terms and Conditions of Grant plus a supplemental health and accident insurance policy for the grantee only. No additional funds will be provided for the purchase and shipment of teaching, research or study materials which a grantee may wish to have to carry out the purposes of this Grant. The fixed sum payment indicated will not be changed after the beginning date of the grant unless 1) the length of the grant is altered; or 2) the schedule of benefits for all similar grants is increased; or 3) sufficient progress is not made for continued funding for the second year (applicable only to scholars requesting two year funding).

Scholars requesting two years of funding will have their projects evaluated at the end of the first year, after which the renewal of the grant will be determined.

2. Full-time performance of professional duties as described in the Statement of Grant Purpose in the grant application is required.
3. Deductions from the grant amount will be made for duplicate benefits provided by any other source. The grantee is not permitted to engage in any remunerative work during the grant period.
4. Grantees are required to attend any orientation program in the United States conducted for them before arrival in their host country and to attend any event program conducted for them by IIE during their grant tenure. Reasonable expenses related to such attendance will be covered in addition to the grant amount. IIE will inform grantees in such cases that these events are scheduled.
5. The initial payment under the grant will include a base amount for round-trip transportation, a one-time or initial start-up expenses payment and three months of grant benefits. This payment will be made no more than one month prior to the beginning date of the grant or as soon thereafter as possible, provided the grantee completes all required forms and notifies IIE of his or her departure itinerary at least six weeks prior to departure. Any remaining installments will be paid on a quarterly basis during the month preceding the period for which the payment is being made or as described on the attached schedule.
6. Any authorized adjustments in payments will be added to, or subtracted from, the next payment. If the final regular payment has been made, a separate payment will be made for any funds owed to the grantee. If adjustment following issuance of the last payment results in the grantee owing repayment, the grantee is required to make such repayment, by certified check to the Institute of International Education, within 20 days of receiving notification of the amount due.
7. Grant duration is established and grant benefits are determined on the basis of tenure abroad. Less than eleven days is non-compensable. Eleven to twenty days is considered one-half month. Twenty to thirty-one days is considered a full month. Duration is the time spent in the country of assignment on the authorized program.

8. During recesses or normal vacation periods, the grantee may leave the host country for the period designated by their host institution. Any other trips outside of the host country must be approved by IIE.
9. The grant may not be deferred to a subsequent academic year.
10. The grantee is personally responsible for obtaining a passport and any visas that may be required by the countries in which the project will be undertaken or through which the grantee will pass en route to the final destination. The grant does not provide for expenses related to any passport or visa fees. Such expenses must be borne by the grantee without recourse to claim for reimbursement. The grantee is responsible for making all travel arrangements in conjunction with the grant. The effectuation of a grant is contingent upon availability of transportation, stable conditions in the host country, and the grantee's ability to obtain a passport, the necessary visas and research clearances.
11. Neither the Whitaker International Fellows and Scholars Program ("Whitaker Program") nor the Institute of International Education, Inc. ("IIE") assumes responsibility for any injury, accident, illness, loss of personal property or other contingencies which may befall the grantee or his or her dependents during or in connection with the grantee's stay abroad under this grant.
12. No one or more of the Whitaker Program Steering Committee, IIE or the host institution, or any of their respective employees or agents, will be liable for any claim or claims resulting from a grantee's failure to enter upon or to complete the project outlined in the grant, even though the failure is beyond the grantee's control, including without limitation any failure resulting from a revocation, termination, or suspension effected pursuant to Section 14 below.
  - 12.1 The grantee must satisfy all legitimate debts incurred in the host country.
  - 12.2 Early Termination: A grantee is expected to remain in the host country for the full tenure of his/her grant. Any grantee leaving the host country or resigning from the grant at a date earlier than that specified in the Terms and Conditions of Grant, without formally requesting and substantiating the request to and receiving the consent of IIE, will be required to repay grant benefits affected by early departure.
13. Rights and Responsibilities

Grantees are private citizens, retaining their rights of personal, intellectual and artistic freedom as guaranteed by the Constitution of the United States and generally accepted by the academic community. Under the laws of the United States, all recipients of Whitaker International Fellows and Scholar Program grants shall have full academic and artistic freedom, including freedom to write, publish, and create.

No grant awarded by the Whitaker International Fellows and Scholar Program may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protection of academic and artistic freedom normally observed in universities in the United States.

Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a high standard of conduct and integrity which is in keeping with the spirit and intent of the Whitaker Program and which will contribute positively to relations between the peoples of the United States and those of other countries. Grant recipients must obey the laws of the host country.

## 14. Revocation, Termination, and Suspension of Grants

### 14.1 Definitions

a. A “grantee” is defined as a selected candidate who has signed the grant document (including all Terms and Conditions thereof) without qualification and has returned a signed copy to IIE.

In the event a selected candidate fails to sign and return a copy of the grant document within a reasonable time after it has been received by the selected candidate, the selection may be withdrawn by notice of such withdrawal delivered to the selected candidate.

b. A grant may be revoked, terminated, or suspended. After a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumna of the Whitaker Program; after a termination, unless otherwise stated, the grant will be considered to have ended when IIE announces its decision to terminate; and after a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke or terminate the grant.

### 14.2 Authority to Recommend Revocation or Termination

IIE, with the concurrence of the Steering Committee, reserves the right to revoke or terminate or suspend a grant, prior or subsequent to a grantee’s departure from the United States.

### 14.3 Grounds for Revocation or Termination

Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the host country; (2) any act likely to give offense to the host country; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with these Terms and Conditions; (7) material misrepresentation made by any grantee in a grant application or any other grant documentation; (8) conduct which may have the effect of bringing the Whitaker Program into disrepute.

In addition, the grant may be terminated if the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized. The procedure for any such termination shall be the same as that provided for the termination of grants generally.

### 14.4 Procedure for Revocation or Termination

The procedure for revoking or terminating a grant is substantially as follows:

- a. IIE prepares a Statement of Fact and Recommendations for Specific Action by the Steering Committee and forwards them to the Steering Committee;
- b. IIE provides a copy of these documents to the grantee and obtains proof of delivery;
- c. The grantee sends a written response to the Steering Committee within two weeks of receipt of the documents;
- d. The Steering Committee reviews and evaluates all materials and makes a determination;
- e. IIE will inform the grantee expeditiously and in writing of the Steering Committee’s final decision and the reasons therefor.

### 14.5 Financial Issues Related to Revocation, Termination and Suspension

Unless otherwise specified, when a grant is suspended, revoked or terminated, disbursement of any allowances and benefits will cease, except for return travel; the grantee will also be required to immediately repay any advances in allowances, tuition, and/or benefits disbursed for use in the period of time after the suspension, revocation or termination. Unless otherwise authorized by the Steering Committee, no further claim for disbursements of allowances or benefits will be honored. This provision shall not apply to grants which are suspended because conditions in the host country require the departure of grantees for reasons of personal safety.

14.6 Suspension

- a. IIE may suspend a grant pending the procedure for revocation or termination of the grant, or if the grantee is arrested for, indicted for, charged with, or convicted of commission of a crime, either before or after the grantee's departure from the United States.
- b. IIE may suspend a grant:
  - 1. if the grantee ceases to carry out the project during the grant period;
  - 2. if the grantee leaves the host country for more than two weeks without prior authorization;
  - 3. if conditions in the host country require the departure of grantees for reasons of personal safety;
  - 4. if the grantee requests suspension of the grant for personal reasons and IIE concurs.

15. Reports

The grantee is required to submit periodic and final reports as specified by IIE. Payment of the final month's grant maintenance will be withheld until the satisfactorily completed final report is received at IIE, even if this is subsequent to the grantee's return to the United States. All final reports are expected to be filed within three months of grant completion in order to receive final payment. Failure to provide the final report within three months of the grant end date will result in the grantee losing the final payment amount.

16. Health Insurance

As part of the grant, the Program provides supplemental health and accident insurance. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, the coverage is intended to supplement existing coverage and to provide a participant with basic health insurance coverage during his or her stay in a foreign country. Grantees are responsible for providing their dependents with insurance.

17. Signature

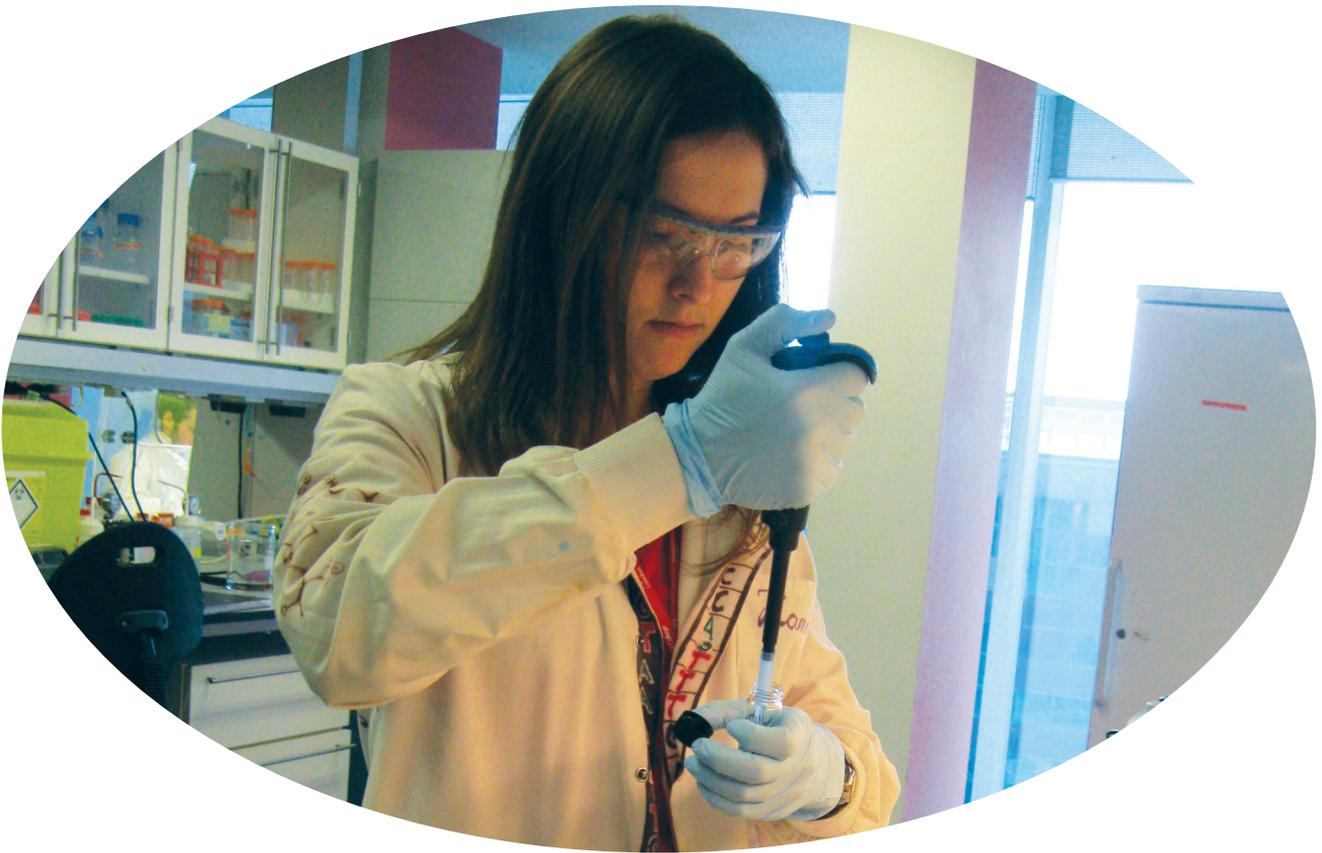
By my signature, I accept the terms and conditions appearing from pages \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Whitaker International Program



**Institute of International Education  
809 United Nations Plaza  
New York, NY 10017**

**INSTITUTE OF  
INTERNATIONAL  
EDUCATION**