

Xavier University – WCB
Undergraduate Study Abroad Program
ISRAEL 2009

NAME OF PROGRAM: Doing Business in Israel 2009

DATES: June 4-22, 2009

LOCATION: Israel (Tel Aviv, Nazareth, Golan Heights, Jerusalem)

INSTRUCTOR(S): Dr. Art Shriberg, Dr. George Gordon

CREDIT HOURS: 6

COURSES: MGMT 382—Doing Business in the Middle East: Israel and a 300-level Theology course

ESTIMATED COSTS: \$6500 (includes 6 hours of tuition, housing (guest houses and hotels—based on double occupancy), airfare, ground transportation, student fees, and group day trips/company visits/cultural excursions. **Some meals, supplemental travel insurance and personal expenses are not included.**

APPLICATION

- March 20 DEADLINE**--Application for **Doing Business in Israel** Program
- \$100 deposit (with application)
- Letter of Reference—from a faculty member (may be sent separately)
 - *We will send letters of acceptance on March 23.*
 - *(Please note that we need 14 participants to run this program. **If we do not have enough students to run the program this summer, your \$100 deposit will be returned.**)*

REQUIRED DOCUMENTS –CHECKLIST– Once you are accepted into the program. (We have forms in our office)

- March 31, 2009—(1) Assumption of Risk and Release (AOR105)—(MUST BE NOTARIZED)
- March 31, 2009—(2) Student Agreement (PA302)
- March 31, 2009—(3) Health History (MED203)
- March 31, 2009—(4) Off-Campus Experience Emergency Medical Care Authorization (MED202)
- March 31, 2009—(5) Health Screening Examination (MED202)—(SIGNED BY A PHYSICIAN)
- March 31, 2009—Copy of signed passport/front page (3 photocopies or **1 scanned copy-preferred**)
- March 31, 2009—Proof of supplemental travel insurance—Evacuation and Repatriation Insurance (for time of international travel)

MANDATORY MEETINGS—PROGRAM ORIENTATIONS, PRE-CLASSES & ASSIGNMENTS

- TBA—Orientation #1: Program and Travel
- TBA—Orientation #2: Academics (distribution of syllabus) and Final Trip Preparation
- TBA--Pre-Trip Business Class #1: Discussion of readings on global business and Israel
- TBA--Pre-Trip Business Class #2: Company visits (companies operating in Cincinnati and Israel)
- Week of May 4—Pick up **airline tickets**, course syllabus and departure day instructions
- Week of June 29—Course evaluation (sent and submitted electronically)

FEE SCHEDULE

- With Application—\$100 Deposit, payable to Xavier, submit to WCB Undergraduate Office
- March 31, 2009—\$3100, payable to Xavier, submit to WCB Undergraduate Office
- May 1, 2009—\$3300, payable to Xavier, submit to WCB Undergraduate Office

INSTRUCTIONS FOR APPLICATION, PAYMENT, FORMS AND CODE OF CONDUCT

PAYMENT PROCEDURES

- Make checks payable to **Xavier University** and submit to the WCB Undergraduate Office, 2nd floor Hailstones Hall (**NOT the Bursar's Office**).
- You may also pay by credit card (MasterCard or Visa).
- Program fees must be paid in full prior to departure.

CANCELLATIONS

- Cancellations must be submitted in writing
- **Before March 31** - Full refund (less \$100 deposit)
- **After March 31** – Refund Less \$450 (\$200 airline penalty, \$150 housing penalty and \$100 deposit)

COURSE REGISTRATION, TRANSCRIPTS, and GRADES

- Students must complete the **Xavier Study Abroad Approval Form** (at Orientation #2)
- We will register you for the courses
- Grades will count toward your GPA

PASSPORTS/VISAS

- Required for International Travel
- Must be valid for 6 months beyond your return date
- If you do not already have a US passport, we suggest you start the process immediately. It can take weeks or months to process your passport application.
- To apply for a new passport, you will need a copy of your BIRTH CERTIFICATE, 2 PASSPORT-SIZED PHOTOS, APPLICATION, and \$65 FEE. For details, consult the website:
http://travel.state.gov/passport/passport_1738.html
- **No visas are required** for US citizens to travel to Europe

WAIVERS AND REQUIRED FORMS

- (Form #1) Assumption and Risk form must be notarized (see below for notary service providers)
- (Form #3) Health History – Students must include a copy of the front and back of their insurance cards.
- The Office of Risk Management at Xavier University also requires travelers to obtain “Evacuation and Repatriation Insurance” during the time you are abroad. (See TRAVEL INSURANCE SUPPLEMENT section below.)
- (Form #4) Emergency Medical Care Authorization – Parents’ signature is recommended/suggested
- (Form #5) Health Screening Examination – must be signed by a physician. Your family physician’s signature is preferred. However, Xavier’s Health Center can help you. See XAVIER UNIVERSITY HEALTH CENTER section below.)

NOTARY SERVICES

A few of your required forms must be notarized. Your bank often provides free notary services. You can also find notary services at several university offices, including:

- Campus Police
- Office of Student Life
- Office of Risk Management

TRAVEL INSURANCE SUPPLEMENT - REQUIRED

Xavier requires travelers to obtain “**Evaluation and Repatriation Insurance**” during the time they are abroad. Here are a few options on how to obtain the coverage:

- Check with your life and/or health insurance company to see if you are covered abroad or if a rider can be added to your insurance for the time you are abroad
- You may purchase an **International Student Identity Card (ISIC)** which includes coverage. Cost is \$22. SEE BELOW FOR DETAILS. Provides MINIMUM coverage only.
- AAA sells this coverage – even if you are not a member. Call AAA’s Certificate Holder Services at 317-655-4500. Coverage costs around \$30.
- Check with companies that specialize in education abroad insurance and emergency services. Some include:
 - HTH Worldwide - Web: www.hthworldwide.com, Phone: 610.254.8700, Email: customerservices@hthworldwide.com
 - Cultural Insurance Services International (CISI) – Web: www.culturalinsurance.com, Phone: 800.303.8120, ext 5137
 - ACE USA CMI Insurance Specialists – Web: www.studyabroadinsurance.com, Phone: 410.582.2595
 - MEDEX Insurance Services – Web: www.medexassist.com, Phone: 800.537.2029, Email: info@medexassist.com
 - International SOS (an AEA Company) www.internationalsos.com, Phone: 215.244.1500

XAVIER UNIVERSITY HEALTH CENTER

Xavier’s Health Center can help you complete the Health Screen form required to study abroad. Contact the Health Center to make an appointment. The service is free of charge, but you must have a record that shows that your **vaccines are current**.

INTERNATIONAL STUDY IDENTITY CARD (ISIC)

Students may consider purchasing an international study identity card. Benefits include discounts at museums, mobile phone deals, insurance, and an emergency help line. You can purchase through Xavier.

- The ISIC card is \$22.
- Students must be full-time (12+ hours) and in good standing (over 2.000 GPA).
- You need valid proof of student status, 2 passport photos and your ALL Card.
- Contact Ms. Pam Rose, Room 906 Schott Hall (Hours are Monday-Friday from 8:00 a.m. to 2:00 p.m.) to process your application or go to www.myisic.com

CODE OF STUDENT CONDUCT

Students who participate in Xavier University study abroad programs/courses are representatives of Xavier for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the instructor, university and foreign institutions and companies. Any student who engages in disrespectful, hostile, or violent behavior that threatens him/herself, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense with no refund.