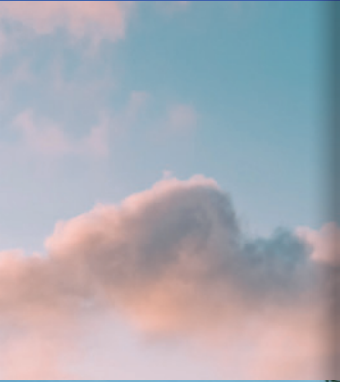




Canmore, Canada



**Go Abroad**  
Get lost in the  
right direction

**University  
of Dundee**



Hong Kong Island, Hong Kong

[dundee.ac.uk/studyingabroad](https://dundee.ac.uk/studyingabroad)

As a University of Dundee Go Abroad Student you are about to embark on one of the most exciting and rewarding experiences of your life.

To support and guide you through this experience we have provided this useful Handbook containing relevant advice and information.

Please do take the time to read through this. If you have any questions or concerns that we have not covered please contact us as we are always happy to help.

Stay safe and have fun!

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# Before you go

Studying abroad can be a life changing experience, you can combine learning and travel without extending the duration of your degree. You can experience a new culture, improve your language skills, build your confidence and make lifelong friends. But before you go, here are a few things we need you to know.



View from Tower Building, City campus



Balgay Park, Dundee



DJCAD, Dundee

## Visas and Passports

Your host university will advise you on whether a visa is required for your studies with them and provide you with specific documentation that you will need as part of your visa application e.g Confirmation of Enrolment for Australia.

You need to apply to the appropriate Embassy or High Commission to obtain a student visa.

**Apply as soon as you can** - there will be set processing times for visa applications at Embassies, these could be up to 6 weeks or longer. If you apply late you may find it difficult to obtain a visa in time for the start of your course abroad.

**Studying at Dundee on a Student Route Visa?** It is your responsibility to check what visa requirements you have to maintain your Tier 4 sponsorship while you are abroad.

### Travelling to Europe

On the day you travel, you'll need your passport to both:

- have at least 6 months left
- be less than 10 years old (even if it has 6 months or more left)

If you do not renew your passport, you may not be able to travel to most EU countries and Iceland, Liechtenstein, Norway and Switzerland. Please note that for any visa application there will be non-refundable fee.

You can check whether your passport is valid for the country you're visiting.

**Top tip:** Keep an electronic copy of your passport photo page and visa (if applicable) in your email, this will be useful if you happen to lose your passport!

## Working in your host country

It is sometimes possible to work part time whilst abroad if your entry conditions/visa allow. However, your studies abroad should be your priority.

**Europe:** EU Nationals should be able to work in another EU country. Employment opportunities can vary from one country to another. Please find the most up to date information online at: [europa.eu/youreurope/citizens/work/work-abroad/index\\_en.htm](http://europa.eu/youreurope/citizens/work/work-abroad/index_en.htm)

**International:** It may be possible to work with a student visa but this is not the case in all countries so don't depend on that option for income while you are away. Jobs on campus are the only legal options in some countries but can be difficult to obtain. You should speak to the International Office at your host institution after you arrive for up to date information.

## Regular medication

If you regularly take prescribed medication for a health condition, discuss this with your GP in advance of your trip. The particular medication that you take may not be available overseas or might be issued under a different name and it can be very expensive. Ask your GP about taking enough of your own to cover your time abroad or request a GP letter explaining why you need to take this medication regularly.

### Immunisations

Check which immunisations you may require for time spent in your host country and also for any other countries you plan to visit. Do this well in advance of your departure date.

- [www.fitfortravel.nhs.uk/home](http://www.fitfortravel.nhs.uk/home)
- [www.travelaware.campaign.gov.uk](http://www.travelaware.campaign.gov.uk)

## Healthcare and Insurance

The healthcare system of your host country will be different from the UK.

- EU Nationals
- Non-EU Nationals

If you are an **EU student** you will need to contact the organisation that issues EHIC in your home country and have relevant changes made for the duration of your Erasmus mobility. If you are an **not an EU student** you will need to make arrangements for Private Health Care insurance cover.

For studies abroad out with Europe you will be given details of the required insurance schemes by your host institution. Please be aware that in most cases it is compulsory to pay for their insurance cover and it can be quite expensive. If you intend to go to Australia you cannot apply for a visa until you have paid for insurance and healthcare cover (Overseas Student Health Cover – OSHC)

Please note that accidents or injuries sustained whilst under the influence of alcohol can void health and medical insurance and that dental cover and winter sports (amongst others) may not be covered.

University of Dundee provides Travel Insurance, free of charge, to all Go Abroad Students. The Go Abroad Team will liaise with you to arrange this with our Insurance Office. The policy covers emergency medical costs including COVID (health), repatriation and loss or theft of personal belongings but not covid affected travel.

If you leave your host country for a holiday during host institution breaks and are not returning home, you must arrange private travel insurance cover for these periods.

If you holiday/travel after your official end date at the host institution and are not returning to your home country immediately then you must arrange private travel insurance cover for this period.



📍 Jungfrau train, Switzerland

## Travelling by air

Received formal approval from your School and acceptance from your host university? Don't book flights until you have both!

There is a wide variety of prices for flights, so make sure you shop around. Remember to clear your browser history regularly when searching for flights.

### From the airport to your host university / accommodation

Follow instructions/advice from your host institution on how to make this journey. Some universities provide transport from the airport if you book it in advance.

### By rail

STA Travel can advise you on the best way to get to your destination by train and can issue discounted tickets. Rail Europe specialise in European train travel and offer student fares. Rail travel can be cheaper than flying but more expensive than coach.

### By coach

This is an inexpensive way to reach your destination but takes longer than any other mode of transport.

### By road

Make sure you read the Highway Code of the countries you would be driving in!

### Checklist

- International Motor insurance card
- Valid national driving licence
- Valid road tax
- Valid MOT
- Valid insurance
- Travel emergency kit

### Useful websites

- [www.cheapflights.co.uk](http://www.cheapflights.co.uk)
- [www.expedia.co.uk](http://www.expedia.co.uk)
- [www.ryanair.com](http://www.ryanair.com)
- [www.easyjet.com](http://www.easyjet.com)
- [www.opodo.co.uk](http://www.opodo.co.uk)
- [www.eurorailways.com](http://www.eurorailways.com)
- [www.eurolines.co.uk](http://www.eurolines.co.uk)
- [www.nationalexpress.com](http://www.nationalexpress.com)
- [www.eurostar.com](http://www.eurostar.com)
- [www.roughguides.com](http://www.roughguides.com)
- [www.lonelyplanet.com](http://www.lonelyplanet.com)
- [www.globalgraduates.com](http://www.globalgraduates.com)



📷 Emily Mackenzie, Go Abroad student



Emily Mackenzie, Go Abroad student

## Finance

### Banking and accessing funds

Inform your bank that you are leaving your home country and for how long. It is sensible to arrange a meeting with them to tell them your plans to Go Abroad and ask them the following questions.

- Does your bank have a branch or affiliation with another bank in your host country?
- What is the most convenient bank to use in the host country for transferring funds?
- How much does it cost to wire money to transfer funds?
- If you plan to set up a bank account abroad, should you transfer money between your home bank and account abroad in your home country currency or is it cheaper to exchange the money into another currency before transferring it?
- What are the terms for cash advances on your credit card?
- How do you replace debit or credit cards while you are abroad?
- How much will it cost you to use your debit/credit card abroad?

If you don't already have a credit card, we would recommend you get one for use in an emergency.

You may consider internet banking as a good way to control your money whilst abroad. Your bank can advise you on how to set this up if you don't have it already.

### On arrival

To open a bank account abroad you are likely to need your passport, student card, proof of residence, money to deposit and perhaps a bank statement from your home bank account. The host institution should provide you with this information during orientation. Please note you are unlikely to have overdraft facilities on a foreign bank account.

### Costs

Remember you are responsible for these costs while abroad and should budget accordingly;

- Accommodation
- Food
- Books and supplies
- Private insurance cover
- Travel
- All personal expenses

### Debts

If you leave your host institution owing a debt, your academic transcript will be withheld until you have paid that debt.

## Tuition fees and student loans

You do not pay tuition fees to the host institution. You are still entitled to your government grants, bursaries and loans. If you are spending a full academic year abroad you will be charged reduced tuition fees.

- Students from Scotland and EU should apply in the normal way to SAAS for payment of tuition fees.
- Students from the rest of the UK should apply in the normal way to their funding body for a tuition fee loan.
- If you are studying abroad for just part of the year you will be charged the relevant full year Home/EU tuition fee.
- If you are receiving a bursary from Dundee this may be affected, please contact our Student Funding Unit for more information:  
[StudentFunding@dundee.ac.uk](mailto:StudentFunding@dundee.ac.uk)

If your funding body requires a letter to evidence your plans to study abroad as one of our students, please contact the Go Abroad Team who can provide this.



Emily Mackenzie, Go Abroad student

Rothenburg ob der tauber, Germany



## Accommodation

Your host university will provide you with advice on accommodation. Halls or residence, particularly in the USA and Canada, tend to be much larger than those of UK universities and students often have to share a room. Bedding may not be supplied. Please review all information provided by your host institution about what is and what is not offered in your accommodation, so you are prepared.

### Private Accommodation

Seek advice from your host institution on where to look. You should take precautions when looking for private accommodation such as:

- Do not visit potential accommodation alone.
- Do not advertise your contact details in public places.
- Check if there are any additional fees (e.g., maintenance) before signing a contract.
- Do not sign a contract that does not include a notice period in case you want to change accommodation during your stay.

### Accommodation in Dundee

For advice on accommodation within Dundee, please contact DUSA's Housing Officer and find more information online at the below link.

- [housing@dusa.co.uk](mailto:housing@dusa.co.uk)
- [www.dusa.co.uk/advice/housing](http://www.dusa.co.uk/advice/housing)

## What to pack

Plan what you need to take according to where you are going, remember to take into consideration climate extremes, e.g. excessive heat in Australia, extreme cold in Eastern Canada.

## Safety and Security

- Be responsible for your own decisions and actions.
- Be respectful of laws and customs and respect the rights and wellbeing of others.
- Take heed of health and safety advice offered by your host university.
- Don't take risks – adopt a common-sense approach to your health and safety.
- Avoid excessive consumption of alcohol or the use of illegal drugs.
- Report any problems to your host university and the Go Abroad Team.

Although you are probably used to assessing a particular situation or location instinctively, remember that when you are abroad you will be initially less familiar with the social habits and less able to judge the safety of particular areas or patterns of behaviour. Always err on the side of caution and try to anticipate any trouble.

## Alcohol

Please note that it is illegal to consume alcohol in the USA if you are under 21 and this law is applied stringently. You will be asked to show ID to show that you are above the legal drinking age.

In Canada, there is no federally defined drinking age, each province and territory sets its own limits so check with your host institution to confirm the legal age for drinking.



## General Advice

Take photocopies of all of your important documents before you leave (e.g. passport, birth certificate, and insurance policy) and always keep them in a separate place from the originals. Keep an electronic copy of your documents e.g. in your email. Consider leaving a copy of your documents with a relative or friend.

Keep details of all important in-country contacts such as British Embassy or Consulate, Emergency Services and enter them into your mobile phone contacts.

If possible, don't use your passport as a means of ID unless at entry to and exit from the country. Use an alternative photo ID on a day-to-day basis. If you need use your passport please keep it secure. If your passport is lost or stolen, contact the local police and your country's embassy immediately.

## Equality and Diversity

Remember the same laws and customs do not necessarily exist in your host country. This includes protections relating to the Equality Act 2010. Therefore if you identify with a protected characteristic group we would advise you to research local laws, customs and support provision for minority groups. This includes if you have a disability, are LGBT or from a minority faith or ethnicity in your host country.

Read information on the Foreign and Commonwealth Office website at:

- [www.gov.uk/topic/help-british-nationals-overseas/advice-all-countries](http://www.gov.uk/topic/help-british-nationals-overseas/advice-all-countries)
- [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)

## Emergency Situations

Your safety while you are abroad is of paramount concern to the University of Dundee.

Accidents can happen and things can go wrong. In these situations, try to remain calm and follow the relevant steps below (as appropriate):

- Contact local police/relevant emergency services
- It may be appropriate to report to your nearest Embassy or Consular Office or contact them for advice
- Inform your contact in the International Office of the host institution
- Inform the Go Abroad Team at UoD
- Inform parents/next of kin about your location and safety, provide them with up to date contact details and keep in contact on a regular basis.

Your priority is always to keep yourself safe. In an emergency such as a natural disaster or political unrest keep well away from affected areas and adhere to any advice given by local authorities and your host institution. Monitor the situation as best you can via any available media channels and maintain regular contact with family and host/home institutions. The Foreign and Commonwealth Office monitors emergency situations in countries and maintains an extremely useful website with practical information and advice. [www.fco.gov.uk](http://www.fco.gov.uk)

## COVID-19

While the pandemic is still ongoing across the world it is your responsibility to adhere to all COVID-19 safeguarding rules and measures in place at your host university and in the local community eg social distancing, the requirement to wear a face covering in classrooms on public transport or in shops and restaurants.

You **must not** place yourself at any unnecessary risk by ignoring any of these rules.

If you develop COVID-19 symptoms inform the relevant service at your host university and follow advice in relation to self-isolation/testing and support in accessing medical treatment, if required.

If your host university suspends teaching due impact of COVID-19 you must inform the UoD Go Abroad Team as soon as possible.

The Risk Assessment you complete prior to departure will include Emergency Contact information for the University of Dundee.

## Communication Channels

All students are expected to check their University of Dundee email account on a regular basis as this will remain the main channel for official communication whilst overseas used by your School and the Go Abroad Team.

**Important Note: Data Protection Regulations**  
**We are not legally permitted to speak to any third party about a student without their prior written consent. If a parent/guardian contacts our office on your behalf, we cannot discuss your situation with them but will contact you directly to follow up on any issues raised.**

## Useful Information

- Find out as much as possible about your host country/ host institution before departure. Consider and prepare yourself in advance for the risks that you may encounter as well as the legal, environmental, political, cultural and religious conditions that exist in your host country.
- Talk to returned students, read travel guides, familiarise yourself with any information sent by your host university and check FCO guidelines.
- Take advantage of any other resources such as Facebook or Twitter sites that may be available from the host institution. They may also have buddy programmes to sign up for that can help you as you learn your way around.
- Finally - remember that the staff of your host institution Study Abroad or International Office have a lot of experience in dealing with difficulties which arise for overseas students, both academic and personal, and are always ready to offer advice or assistance.
- Please do not struggle with problems when a solution may be easily found by reference to the host institution Study Abroad/International Office or the Go Abroad Team at Dundee.



📷 Rosie Glenwright, Go Abroad student



📍 Málaga, Spain



📷 Rosie Glenwright, Go Abroad student

# Academic advice

You must have passed all of your end of year exams meeting any conditions applied by your School/discipline when you were given your provisional offer to Go Abroad.



International College, University of Dundee



Lecture theatre, City campus



Main Library, City campus

The courses you take at your host university will be finally decided when you meet/liase with your Go Abroad Academic Co-ordinator to prepare your Learning Agreement and have it signed off.

Your host institution will advise what course load is required to maintain your student visa status, this may be less than what Dundee expects you to fulfil. (You must meet the Dundee requirements.

It is your responsibility to have your Learning Agreement completed and signed off and a copy returned to the Go Abroad Team. Not completing this document could seriously affect your progression on return to Dundee.

If you have to alter your courses after arrival at the host institution, please liaise directly with your Go Abroad Academic Co-ordinator by email to get approval for alternatives.

## Assessment

Continuous assessment is quite common, and North American institutions in particular will require a greater amount of assigned work than you are accustomed to at Dundee.

If you have to alter your courses after arrival at the host institution, please liaise directly with your Go Abroad Academic Co-ordinator by email to get approval for alternatives.

Learning Agreements for all Go Abroad students will be provided by the Go Abroad Team with instructions on how to complete and deadlines for return.





📍 Emerald Lake, Canada

# Final few steps

Living in a foreign culture is an experience you will be looking forward to with excitement and enthusiasm. However, sometimes, the reality can be a little different from expectations and some students will find themselves experiencing some form of “Culture Shock”. This is natural and often occurs when people encounter unfamiliar surroundings and conditions. Remember that you are not alone in feeling this way.



📷 Billy Coupar, Go Abroad student



📷 Emily Mackenzie, Go Abroad student

## Coping with change

Here are a few suggestions to help you make the most of your experience and minimise the effects of Culture Shock.

- Make contact with other international students at your host university.
- Recognise that you may feel homesick but that it will pass. Keep in touch with family back home.
- Write a blog/journal which will help create a lasting memory, will keep friends and family updated and will also give you an outlet to record any challenges you face.
- Make sure you attend Orientation/induction activities and events provided by your host university.
- Join clubs or societies.
- Try to create a new network of friends.
- Focus on maintaining a sense of humour, flexibility, tolerance and a non-judgemental attitude.
- Remind yourself why you have chosen to undertake this experience, your expectations, values, goals, career aspirations.

Most host institutions will have a Go Abroad/Study Abroad/ Erasmus Office similar to the one in Dundee. They will usually hold a welcome/orientation event for new arrivals – make sure you arrive in time to participate in this. This is key

to orient you to your new surroundings, introduce you to other students and learn important information about your host institution, including what services and facilities they provide.

If you experience difficulties during your time abroad, there are usually a variety of resources to support you. Firstly, it is often best to speak to someone in the Go Abroad/Study Abroad/ Erasmus Office. They will be accustomed to dealing with exchange students and will be able to offer a wealth of advice and support. They may in turn refer you to another office e.g. accommodation, welfare or counselling.

If you are unable to resolve problems contact the Go Abroad Team at Dundee and we will do whatever we can to help.

### Thinking of coming home early?

If at any stage you wish to withdraw from your host institution you must immediately advise the Go Abroad Team and seek advice on how this will impact your studies. This may also have an impact on your Erasmus mobility grant and funding.

### Thinking of extending from semester one to full year?

Contact the Go Abroad Team immediately to discuss if this is a possibility.

# Top 10 tips for making the most of your time abroad

## No. 1

### Find out about the city

Try to find out as much as possible about the area you are going to before you leave, including where you may want to live and how to get around.

## No. 2

### Speak to other students

Get in touch with students who have gone to the same place to find out about their experiences. This will put you at ease and help you with your expectations.

## No. 3

### Get involved

Make an effort when you arrive to get involved with anything that's going on. Be open minded and don't pass up on an opportunity to add to your experience.

## No. 4

### Speak to people

Remember that people are just as interested in finding out about you as you are about them - you are a bridge between two communities and cultures.

## No. 5

### Try local food

Try something local for food rather than having what you normally would at home.

## No. 6

### Join a club

Keep up hobbies such as sports or music by getting involved with local clubs, societies or groups OR try something completely different.

## No. 7

### Try to find solutions

If a problem does arise, try to find a solution yourself. This will build up your self-confidence and make it easier the next time.

## No. 8

### Be honest with yourself

Finding things difficult? Don't be afraid to turn to friends and family for help and support. Chances are that you know someone who is going through the same thing.

## No. 9

### Keep a journal/blog

Try keeping a journal or a blog while you're away. This will always give you a great way of tracking your progress, and give you memories to look back on.

## No. 10

### Make the utmost of this opportunity and experience and have fun!



# Checklists

## Before arrival

- Contact the host institution for university accommodation
- Find out about private accommodation
- Pay any deposit required for accommodation
- Obtain any vaccinations you require
- Organise prescription medication you need to take
- Speak to GP about any health concerns related to travelling overseas
- Visit Dentist (if necessary)
- Organise Healthcare insurance (University of Dundee Travel Insurance)
- Complete and submit Risk Assessment form online
- Passport: current and valid for at least 6 months after departure date from host country & less than 10 years old
- Obtain visa (international exchange)
- Driving licence (necessary for car hire)
- Insurance Policy Documents
- European Health Insurance Card
- Birth Certificate (if required)
- Acceptance letter from host institution or other documentation required for matriculation at host institution
- Electronic copies (stored on email) and photocopies of all the above stored separately from originals
- Obtain travel tickets from reputable organisation with correct destination and dates of travel
- Give details of travel to relative or friend
- Organise travel from airport to accommodation in host country
- Apply for tuition fees and government student funding
- Notify bank that you are going abroad and arranged how to do your banking in your host country
- Obtain some local currency for when you arrive in your host country and have sufficient funds for your time abroad plus contingency fund
- Pack according to climate of host country
- Check your mobile phone works overseas
- Matriculate online with University of Dundee as a continuing student (for full year and semester one abroad) normally September
- Complete Learning Agreement with all relevant signatures and return copy to Go Abroad Team
- Understand clearly how your studies abroad will be recognised by your School
- Check when classes start at host institution
- Enrol online for classes at host institution (where applicable)
- Register for Orientation programme offered by host institution

## After arrival

- Confirm safe arrival with your family and Go Abroad Team
- Familiarise yourself with your accommodation and ensure you know how to exit the building in the event of a fire. Also check that all doors and windows lock securely
- Add emergency contact numbers to your phone
- Attend any orientation/welcome events organised by your host institution
- Find out about local medical facilities and registering with Doctor
- Obtain local safety and security advice and follow any guidance offered by host institution
- Obtain signature of host institution on your Learning Agreement (if you did not do this pre-departure) and return Learning Agreement to Go Abroad Team
- Have your Certificate of Arrival completed by the Erasmus office at the host institution and returned to Go Abroad Team (Erasmus only)

## During your time abroad

- Regularly review your Dundee email account
- Notify Go Abroad immediately if you have any problems that cannot be resolved by support from host institution
- Keep in touch with your friends back home
- Do as much as you can to enjoy your experience
- Remember you are an Ambassador for the University of Dundee so your behaviour should reflect this at all times
- Take part in Study Abroad Fairs or promotion events organised by your host institution to promote Dundee to their students
- Think about your personal safety at all times
- Carry personal ID (preferably not your passport)
- Observe local laws and customs
- Avoid any situations that make you feel uncomfortable
- Avoid having any valuable items on display
- Don't keep your wallet in your back pocket

## Departure

- If required, complete a transcript request form
- Have your Certificate of Attendance completed by Erasmus office and returned to Go Abroad Team (Erasmus only)
- Fulfil all Erasmus departure requirements (Erasmus only)
- Do not leave your host institution owing any personal debt
- Check your accommodation to ensure you have not left any important personal belongings before returning the keys

# There and back again!

Post Study Abroad Depression (PSAD) – it's real thing! So you have spent the last academic year or semester in a different university, culture and country and you are back to pick up where you left off.



📷 Ngoni Zvekare, Go Abroad student



You may feel restlessness, sadness, frustration, isolation, feeling like a stranger at home and longing to be back abroad. This is very common and feelings vary from one person to another. Dundee will, more than likely, be the same as you left it but your perception will be different. Your experience abroad will have changed you in ways you never imagined, your perspective and outlook on life in general, your confidence and independence will have increased and your view of the world and your place in it will have changed.

Remember this! We are very proud of you and recognise the challenge that you have successfully undertaken and we value you as a returning exchange student re-joining our student community.

If you would like to speak to a counsellor about any concerns or issues please contact the UoD counselling team:

e: [Counselling@dundee.ac.uk](mailto:Counselling@dundee.ac.uk)

w: [dundee.ac.uk/student-services/counselling](http://dundee.ac.uk/student-services/counselling)

Check out the Global Plus within the Dundee Plus Award on our Careers website:

w: [dundee.ac.uk/careers/dundeeplus](http://dundee.ac.uk/careers/dundeeplus)

📷 <sup>1</sup> Emily Mackenzie, Go Abroad student  
<sup>2</sup> Rachel O'Donnell, Go Abroad student  
<sup>3</sup> Rachel O'Donnell, Go Abroad student  
<sup>4</sup> Emily Mackenzie, Go Abroad student  
<sup>5</sup> Christina Gordon, Go Abroad student



University  
of Dundee

Studying abroad is a life changing experience. Immerse yourself in a new culture, improve your language skills, build your confidence and make friendships that will last a lifetime.

University of Dundee Go Abroad Team

Email: [goabroad@dundee.ac.uk](mailto:goabroad@dundee.ac.uk)

Visit: [dundee.ac.uk/studyingabroad/outgoing](https://dundee.ac.uk/studyingabroad/outgoing)

