Prevention and Management of Study Abroad Emergencies

Advice to Study Abroad Leaders and Students:

1. Stay in contact with on-site staff. Students need to stay in close contact with their resident leaders and, if traveling independently, let their faculty leaders know where they are going and how they can be reached. We discourage traveling independently.

2. Register with the U.S. Embassy nearest your study abroad site upon your arrival. Make sure you register and register your passport number with the embassy. If you travel to other countries, register with the U.S. Embassy upon your arrival. When registering, give the Embassy your address; no matter what country you are in or the duration of your stay.

3. In order to keep abreast of travel advisories, consult the following:
   - Department of State Consular Information Sheets at [http://www.travel.state.gov](http://www.travel.state.gov). Websites of particular embassies and consulates can be accessed through this same site.
   - American citizens may hear recorded information from the State Department by phoning 202-647-5225 or by receiving information by automated telefax by dialing 202-647-3000.

4. For ease of communication, carry with you phone and fax numbers and e-mails of your study abroad leaders as well as emergency numbers of places where you live and travel. ALWAYS KEEP A COPY OF YOUR PASSPORT ON YOUR PERSON.

5. Don’t stand out as a target. Traveling as an identifiable American (individual or group) might impact more risk than protection. Try to fall in with the surroundings. Do not hang out in places with American symbolism or those that are frequented by Americans (eateries, banks, etc.). Avoid using American logos on your belongings and clothing.

6. Be careful with public statements. Whether solicited or not, it is better not to call much attention to yourself and your perspectives. Reject journalistic requests as published comments may be put into contexts that change their meanings and may bring unwanted attention.

7. Remain alert. In public places, look around for anything suspicious. Americans are not in the habit of doing this, but be aware of unattended bags, etc. and mention anything suspicious to employees or police.

We at Ball State University will make every effort to insure the safety and security of all study abroad students and personnel. In order to monitor on-site travel emergencies and warnings, the Study Abroad Office will rely on a variety of sources of information in making decisions about how to proceed. These include: U.S. State Department advisories, information from partner and/or other institutions, information from study abroad leaders, and the news. In many cases, our partner institutions and our on-site program leaders have the best information about on-site security issues.