

**Massey University, New Zealand  
(Auckland, Palmerston North, and Wellington)  
Spring & Calendar Year 2010  
IAP Program Handbook**

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The New Zealand Massey University Program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Massey University. This IAP Program Handbook supplements handbook(s) or materials you receive from Massey University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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## **Contact Information**

### **On-Site Program Information**

#### **Massey University – International Programmes**

##### *Physical and Courier Address:*

International Office  
Courtyard Complex PN 721  
Massey University  
Tennent Drive  
Palmerston North 4474

##### *Postal Address:*

International Office  
Massey University  
Private Bag 11 222  
Palmerston North 4442  
New Zealand

Email: [international@massey.ac.nz](mailto:international@massey.ac.nz)

Phone: + 64-6-350-5599

Fax: 64-6-350-5698

##### *Main On-Site Program Contacts at the Palmerston North campus:*

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Manager, International Programmes and Marketing

[R.A.Fenton@massey.ac.nz](mailto:R.A.Fenton@massey.ac.nz)

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Coordinator, International Programmes (Study Abroad Students)  
[S.J.Hutton@massey.ac.nz](mailto:S.J.Hutton@massey.ac.nz)

Sarah Litwin-Schmid  
Administrator, International Programmes (Exchange Students)  
[S.L.Litwin-Schmid@massey.ac.nz](mailto:S.L.Litwin-Schmid@massey.ac.nz)

**International Support at other campuses:**

**Wellington (Wellington Campus)**

International Student Support at Wellington

Located in the Contact Centre on the Ground floor of Block 4

**Auckland (Albany Campus)**

International & Migrant Student Support Services Albany

Located on the ground floor next to Massey Contact in Quadrangle Building A, Gate One,  
off State Highway 17, Albany.

**UW-Madison Information**

International Academic Programs (IAP)

University of Wisconsin-Madison

250 Bascom Hall, 500 Lincoln Drive

Madison, WI 53706

Tel: 608-265-6329 Fax: 608-262-6998

Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

<i>For Program Advising &amp; Grades:</i> <b>Jessa Boche</b> IAP Study Abroad Advisor Tel: 608-265-6329 E-mail: <a href="mailto:boche@bascom.wisc.edu">boche@bascom.wisc.edu</a>	<i>For Financial Matters:</i> <b>Judy Humphrey</b> IAP Financial Specialist Tel: 608-262-6785 E-mail: <a href="mailto:jhumphrey@bascom.wisc.edu">jhumphrey@bascom.wisc.edu</a>
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**Emergency Contact Information**

In case of an emergency, call the main IAP number **(608) 265-6329** between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at **(608) 516-9440**.

**Embassy Registration**

All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country's embassy or consulate.

## U.S. Consulate General in Auckland

### *Postal Address:*

Consulate General of the United States of  
America  
Private Bag 92022,  
Auckland 1142  
New Zealand

### *Street Address:*

3rd Floor  
Citigroup Building  
23 Customs St, (cnr. Commerce St)  
Auckland 1010

Phone: + 64-9-303-2724

Ext: 2800/2842/2848/2856

Fax: + 64 9 366 0870

Email: [aucklandacs@state.gov](mailto:aucklandacs@state.gov)

In emergency situations, please contact American Citizen Services:

Business Hours Emergency Assistance

Phone: + 64-9-303-2724, ext: 2900

After Hours Emergency Assistance:

Phone: + 64-4-462-6000 and leave a message, the Duty Officer will return your call.

## Program Dates

### Semester 1 (Spring) 2010

Orientation Week for new international students	February 14-20
Classes begin	February 22
Mid-Semester Break (including Easter)	April 2-16
Classes End	May 28
Examinations	June 8-19
Semester One ends	June 19

### Semester 2 (Fall) 2010

Orientation Week for new international students	July 6-8
Classes begin	July 12
Mid-Semester Break	August 23-September 3
Classes End	October 15
Examinations	October 26-November 10
Semester Two ends	November 11

## Preparation Before Leaving

Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information.

### Immigration Documents

#### Passport

A passport is needed to travel to New Zealand and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (<http://travel.state.gov/passport>). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

#### Visa

All International Students need apply for a student visa to study in New Zealand before departing from their home country. If you do not have the appropriate visa on arrival you may be denied entry into New Zealand.

In order to apply for your visa, you will need to accept your "Offer of Place" issued by Massey upon your acceptance. You will need to sign this offer and return it to Massey. At this time, you will also need to pay the required insurance premium (in 2009, the amount was NZ\$230/semester). Once you have completed both of these tasks, Massey will issue you a Confirmation of Place. With proof of your insurance payment and your Confirmation of Place, you will be able to apply for a student visa.

For more information about the student visa process, visit Massey University's website: <http://futurestudents.massey.ac.nz/massey/international/pre-departure-and-arrival-information/student-visa.cfm>

### Handling Money Abroad

The official currency of New Zealand is the New Zealand Dollar (NZD), with 1 New Zealand dollar equaling 100 cents. As of 8/11/09, the exchange rate was \$1 USD to \$1.501 NZD. There are many options for handling money abroad, and it is difficult to say which one is the best. General tips for study abroad students are listed in the IAP Study Abroad Handbook.

### Packing

Effective packing is a refined art. The following tips are suggestions which might help when you are packing:

Ensure that every bag is marked in capital letters with your name, address and final destination both inside and outside of the bag. Be warned that both trains and planes place additional charges on extra or overweight luggage. Please check with your airline for the most recent regulations on check-in procedures and carry-on baggage. Do not bring a piece of baggage that is so heavy that you cannot lift or move it without help. A good test is to pack everything you want to take and see if you can walk around the block.

**Avoid overpacking!** If you look at any experienced traveler, the first thing you will notice is how little luggage s/he has with them. The more clothes you pack, the more you will have to take care of, and the heavier your suitcase will be. Make sure that everything you pack is essential. Also, you will probably accumulate quite a few gifts and souvenirs so it is a good idea to leave space in your suitcases. Plan accordingly and pack lightly.

**Take Practical Clothes – avoid bringing clothes that need dry-cleaning (expensive...).**

Clothes that require minimal care, are comfortable to travel in, and can be layered are best to take. These items include T-shirts, lightweight sweaters and sweatshirts. Casual clothing is the most comfortable for day-to-day New Zealand life. But if you plan on going clubbing, out to dinner, or to the theatre at night, dressier clothing would be best.

**Roll Your Clothes.** The fashion industry uses this method of packing as you can fit more in your suitcase and have fewer wrinkles in your clothes upon arrival.

**Take a Backpack or a Side Pack.** Backpacks are easier to carry than suitcases on longer trips. Internal frame packs are comfortable to carry, but can be cumbersome on trains and buses. A small travel bag is convenient for weekend trips and a day pack (like a messenger bag) is handy for around town or day trips.

**Essential Extras:**

- Comfortable shoes (make sure you break in new ones)
- Strong umbrella and raincoat or waterproof parka
- Wind-up or battery-operated alarm clock
- Washcloth and 2 bath towels
- Travel purse (one that you wear around your neck) or money belt for passport, ID, and money
- Small sewing kit and scissors (be sure to pack these in your suitcase, not your carry on)
- Digital camera or film (film is less expensive in the U.S.)
- Shower shoes (for youth hostels)

**Electronics**

Electrical service is not identical throughout the world. New Zealand electricity runs on 240 volts, while U.S. runs on 110 volts. Hence, if you plan to bring any electrical appliances (hairdryer, electric razor, radio, etc.), you will need to purchase in the U.S. **both a converter for the voltage and an adapter to fit New Zealand sockets.** IAP advises students against bringing any appliances from the U.S. Instead, we recommend that you purchase an inexpensive hairdryer, curling iron/straightener or radio in New Zealand – the money you spend will save you from blown fuses in your flat and fried converters. In the past, roommates have often split the cost of these small appliances and then shared them for the semester.

However, if you do decide to bring electrical appliances from the U.S., make sure the converter (transformer) is suitable for the appliance. Radio Shack, Best Buy, or another appliance store can help you find what you need. Make sure that you purchase both a converter and adapter. Be aware that sockets vary from country to country.

## Computers

Many students ask if they should take a computer with them overseas. Some past participants had found it useful to have a personal computer, while others were glad they didn't have to worry about a valuable possession abroad. They can be a high-risk theft item, so if you do bring one make sure it is insured. Remember, you will have 24 hour access to a computer lab in the neighborhood.

If you plan on bringing a laptop, make sure that it can run on dual voltage. The US typically runs on 110 V and New Zealand runs on 240 V. If your computer is unable to handle the increased voltage, it can cause damage to your computer and cause electrical shorts in the flats. *However, almost all newer laptops have built-in converters in their power supplies that will allow you to switch between the different voltages.* Therefore, all you would need is a plug adapter to fit your American plug into a New Zealand socket. This can be found at most travel stores in the U.S. or can be bought for once you get to Massey University. Be sure to check if your computer has dual voltage capabilities, because if not, you would need to buy a voltage converter which can often be expensive and cumbersome.

## Travel and Arrival Information

It is advised that you arrive on campus at least one week before the start of classes in order to allow you time to finalize your accommodation arrangements, confirm your enrolment in papers and attend the orientation program.

After arriving in New Zealand you need to travel to your Massey University campus. If you would like to be picked up from the airport, bus or train station you need to complete an arrival collection form. The service will drop you off at your pre-arranged accommodation.

For more information on arriving on campus, visit:

<http://futurestudents.massey.ac.nz/massey/international/pre-departure-and-arrival-information/arriving-on-campus.cfm>

## Orientation

The international student Orientation program is mandatory for all new students. The orientation provides you with all the essential information you need to be successful in your studies at Massey University and covers important details about living in New Zealand and the city you will be living in. The Orientation program usually runs for one week prior to the start of classes.

For more specific information about orientation at Massey, visit:

<http://futurestudents.massey.ac.nz/massey/international/pre-departure-and-arrival-information/orientation.cfm>

# The Academic Program

## General Information

Massey University was established in 1927 and is one of New Zealand's eight government funded universities. Massey is a progressive and dynamic multi-campus entity well regarded for its innovation, research-lead education and ability to provide programs that meet the needs of both domestic and international students.

Massey is one of New Zealand's largest universities by way of enrolments, with approximately 38,000 students spread across the three campuses, including students studying by distance learning. The University is also host to students from more than 85 countries and has a long history of actively encouraging internationalization through its many teaching and research programs. The University has obtained international recognition in many disciplines, and is widely known for its high standards and teaching excellence.

Each campus at Massey University specializes in certain subjects. In Auckland (the Albany campus) students can study Mathematics and Information Sciences, Business, Fundamental Sciences, Food Technology, Engineering, some design, Jazz, and Social Sciences.

Palmerston North (the Manawatu Campus) is the largest and most comprehensive campus. Students can study almost everything at Palmerston North, except Creative Arts and Music. Palmerston North is big on the life sciences, but also hosts Education (Hokowhitu), Humanities and social sciences, Business, engineering, etc.

In Wellington (the Wellington campus) students can study Communication, Business, Creative Arts, and Humanities.

## Course Information

### Enrollment

For International Students, admission and enrolment is a two stage process. First, you need to be approved for admission to study at Massey University in a specific programme, and secondly you need to enroll in the approved programme. Students must complete the admission part of the process before enrolment can be confirmed.

Once you have been issued with a Massey University Offer of Place, you will also be provided with an enrolment form to complete as an International Student. Please contact the International Office if you require a new form.

### Courses & Registration

You are able to select papers (classes) from any Massey University College or department, for which you have the equivalent pre-requisite background of study. You are not restricted to the normal planning requirements of a bachelor's degree programme, but instead are able to study for example, two Business papers, one Science paper and one Education paper, to suit your home university and personal interest requirements.

To search through the current list of all papers (classes) taught at Massey University and to check the availability of specific papers at a particular Massey campus, please visit the **Study at Massey** page and use the keyword search.

<http://www.massey.ac.nz/massey/study/programme-course-and-paper-search/paper.cfm>

When selecting classes (called “papers” at Massey) you will need to complete the following steps:

Step 1. Select a campus

When completing the Massey University Student Exchange/Study Abroad Application for admission form you need to select a campus. You may choose between the Albany at Auckland, Palmerston North or Wellington campus. Please make sure that you select your campus before you select your papers.

Step 2. Choose some papers (classes)

It is important to be careful when **choosing papers** (classes) as part of the study abroad application form. Papers are coded by a six digit number. The first digit of second set of digits refers to the year of study, for example 130.100 is a first year undergraduate paper, 167.233 is a second year undergraduate paper, and 266.359 is a third year undergraduate paper. Postgraduate (or graduate) study is 598.700. Please do not select 0 0-level papers, for example 123.034, they are for sub-degree programmes and do not carry credit towards degrees at Massey University, and therefore at your home university as well.

You should check you are eligible to take the paper by reading the **prerequisite** requirements. You will only be admitted into advanced papers if you have had previous study in that area that also matches our requirements.

Please make sure that when you are viewing a paper that you have selected the correct academic year. Papers that are available one year may not be available the following year.

If you would like to take any Design, Fine Arts, or Music papers then you will have to submit a **portfolio** of your artwork with your application form; even if you only want to take one paper. The portfolio should include 10-15 pieces of art work to display your ability within the subject area you are intending to study at Massey. You can submit your portfolio by CD, email, website link or slides. For Music majors an audition tape with your application is required.

Step 3. Check the campus, semester, duration, exam date and mode of study:

It is important to **check the campus** the paper will be taught at. You also need to ensure that the paper is available during the **semester** you are planning to study at Massey. For example, if you are planning to study at Massey in Semester One (February), then you need to make sure this paper is available in semester one, and not in Semester Two (July).

The **course duration** of some papers may be for one academic year or a double semester. If you are planning to study at Massey for one semester only, then a double semester paper is not available to you. Check also the start date for the double semester papers as often these only commence in February.



You may not take two papers that share the same **examination** time. You will be asked to choose one of these papers, so please make sure that you do not have any examination time clashes.

Massey offers some papers by Extramural mode, commonly known as distance learning. International students however are not able to study full-time in this mode. You should therefore only choose **internal papers**, not extramural ones. International students are also not able to take 'block' courses or 'special topics' while at Massey as a study abroad or exchange student.

You are encouraged to select at least six papers that interest you, in case you are not able to take one or more of these for any particular reason. A full-time course load is **4 papers (60 credits of study)** at Massey for one semester.

#### Step 4. Paper Approval

Once Massey has received your completed application form, the academic staff will assess your eligibility for the papers you have pre-selected as part of the application form. You will be notified by email if you have been successful or not in being approved for the papers you have selected to study. Massey will enroll you into the approved papers before you arrive on campus. If you are not approved for one or more papers selected, then Massey will advise you to choose some more papers, or give you some alternative options to choose from.

#### Step 5. Check your timetable

Once you have been approved to study selected papers, you then need to work out your timetable. The lecture timetable for each paper can be found at:

<http://publictimetable.massey.ac.nz>

It is your responsibility to make sure that you have no lecture clashes, between the pre-approved papers. If you discover there are lecture clashes, then you will have to choose an alternative paper(s) to study.

### **Course Equivalent Requests and My Study Abroad**

Each course you take abroad must be assigned a UW-Madison "equivalent" course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

### **Credits**

#### Conversions

Massey Credit Points	UW Credits
15	4

#### Limits and Load

As an International Student you are required to study full-time while studying at Massey on a student visa. The normal full-time course load at Massey is 60 credits per semester (4

papers) or 120 credits (8 papers) per academic year. As a participant on an IAP UW Madison Study Abroad Program, you are required to take no less than 12 UW Madison credits and no more than 18 UW Madison credits.

### **Pass/Fail/Drop/Audit**

Please refer to the IAP Study Abroad Handbook for academic policies.

### **Grades and Grade Conversions**

Massey Grades	UW-Madison Equivalent
A+ , A	A
A-	AB
B+	AB
B	B
B-	BC
C+	BC
C	C
P (Ungraded Pass)	S (pass)
AEG (Aegrotat Pass)	S (pass)
CP (Compensation Pass)	D
R (Restricted Pass)	D
F (Fail)	F
D (Fail)	F
E (Low Fail)	F

## **Living Abroad**

### **Country Narrative**

Resting on the south Pacific Rim, 2000kms from its closest neighbor Australia, New Zealand (NZ) has become synonymous with natural beauty, ingenuity and today is a renowned Mecca for thrill seekers and those who enjoy wide open spaces and outdoor activities.

The stunning seismic landscapes of NZ: boiling mud, shooting geysers, glacial mountains, clear lakes and the abundance of long deserted beaches, fiord lands, rainforests, and birds, many indigenous to NZ shores like the Kiwi (an unofficial symbol) are endless throughout the country.

The four million people that populate the islands of NZ have a culture that combines European and Maori ancestry. New Zealanders, known as “kiwis”, are resourceful, helpful and overwhelmingly friendly. Kiwis are adventurers at heart, so it is not surprising then that Sir Edmund Hillary in 1953 was the first man to reach the summit of Mt Everest. NZ remains proud of its egalitarian leadership and was, for example, the first country in the world to give women the vote. Although the dominant cultural groups are Caucasian and indigenous Maori other smaller groups include Polynesians, Indians and Chinese, which add to New Zealand’s rich diversity. A common thread that binds New Zealanders is their enthusiasm for sport, especially the much loved national game of Rugby

Union, and outdoor pursuits such as sailing, swimming, cycling, hiking and camping. New Zealand is also one of the most popular destinations in the southern hemisphere for skiing and other winter sports because of its reliable and abundant snowfall in certain areas of the country.

Keen travelers themselves, you will find Kiwis have a 'can do' attitude to work and life that is complemented by the balanced lifestyle found between economic prosperity and love of the environment and leisure.

### **Albany Campus**

Auckland, New Zealand's largest cosmopolitan city is an urban environment within close proximity of beautiful beaches, hiking trails and several stunning holiday islands. It offers a sub-tropical climate and fosters a passion for outstanding culinary delights, good wine and shopping. The recent America's Cup Regattas of 2000 and 2003 have put Auckland on the map for yachting enthusiasts. Known as the 'city of sails' Auckland is an excellent location to study for city and ocean lovers.

Based on the North Shore of Auckland, the Massey University Albany campus was established more than 10 years ago in one of the North Shore's fastest growing areas. The Campus offers modern, Spanish-architectural styled buildings with friendly students and staff, state-of-the-art facilities, free parking and a unique atmosphere highly conducive to study. Nearby Albany Village offers a range of great cafes, shopping centers and the North Shore sports stadium, a venue for many national and international sporting and cultural events. Downtown Auckland is a short ride across the Auckland harbour bridge.

The Albany campus offers a focus on areas such as information technology, arts (humanities and social sciences), design and business where close links exist with industry. The e-Centre, New Zealand's first e-business incubator, fosters entrepreneurial company start-ups and is supported by the North Shore City Council and the Tindall Foundation. There are approximately 7,000 students studying at Albany, and generally classes are small, teaching is interactive, and the atmosphere is friendly and relaxed. A strong support system exists for international students including a high level of individual support through the 'Uni-Guide' system. The Uni-Guides meet all new students at orientation and remain in close contact with the students throughout the semester to make sure they have all the tools and support to be successful in their study at Massey.

### **Manawatu Campus**

Palmerston North is a provincial city in the heart of the Manawatu region offering students a superb study abroad destination in New Zealand. Fondly known as "Palmy", the city is a center of education excellence and home to several tertiary and government research institutions. Its central North Island location means it is conveniently located to several west coast beaches, the Hawkes Bay and Wairarapa wine regions, skiing and snowboarding at Mt. Ruapehu, fishing at Lake Taupo and is only a 90 minute drive to the country's capital city, Wellington.

Palmy is a vibrant city, with nearly half of the population under the age of 25 years. It has affordable accommodation, great bars, restaurants, parks, retail stores, sporting centers and swimming facilities. For the more adventurous, there are challenging mountain bike tracks,

bungee jumping, river kayaking, a new all-weather athletics track and equestrian facilities. It is also an easy city to get around either by foot or bicycle, and there are free bus services for students to and from the Massey campus and anywhere around town.

Palmerston North is the original home of Massey University prior to the expansion of the university to the cities of Auckland and Wellington. The Campus is set among beautiful park-like grounds and sport and off-campus adventure feature highly in student life here. The Campus has two locations, Turitea and Hokowhitu, split by the Manawatu River, both are only a short distance from the city center.

The Campus has a student population of approximately 8,000 and focuses on professional and applied programs including specialist areas of physical and natural sciences, technology, engineering, agriculture, food and nutrition, health, sport, business, arts, Maori and education.

### **Wellington Campus**

Wellington is the geographical, political and cultural centre of New Zealand. It is located between a beautiful harbor and rolling green hills and offers an unforgettable city experience in a natural setting. Wellington has excellent shopping, professional theater and cafes and restaurants. The central city is only two kilometers wide so it can be explored easily on foot.

Festivals and events are a feature of the city and are held throughout the year. A highlight is the bi-annual New Zealand International Arts Festival, a month-long arts festival. The City is the home to Te Papa, New Zealand's national museum and also the Royal New Zealand Ballet, the New Zealand Symphony Orchestra, National Opera and the National dance and drama schools who all perform regularly.

In the heart of the city is the Massey University Wellington campus with a population of approximately 4,000 students. A diverse, lively and fun place to live and study, the campus is conveniently located within walking distance of trendy cafes and ethnic restaurants, bars, theatres, museums, the Basin Reserve cricket ground, and the Westpac Stadium. The refurbished grand old Dominion Museum building is the centerpiece of the Wellington campus, which has a focus on four broad areas: Communication and Business; Engineering and Technology; Health and Well-being; Creative Arts. The Design program is the largest in NZ with a wide range of specializations from Fashion through to Industrial, Computer Graphics, Interior, Photographic and more.

### **Housing**

Massey offers a range of quality housing and living options including Halls of Residence and Flats (on-campus at Palmerston North only), University managed Apartments (off-campus) and Homestay (off-campus) accommodation. University housing is managed and regularly assessed by Massey University. All students have rooms that can be locked and most have a range of additional security measures such as on-site staff, alarms and electronic gates. Experienced accommodation staff on each campus can provide advice on everything from choosing halls of residence to signing tenancy agreements, dispute resolution to budget management.

All new International Students at Massey University are guaranteed housing, but you will need to apply. You should apply for accommodation as soon as you receive your Massey University Offer of Place.

For more information on accommodation, visit:

<http://futurestudents.massey.ac.nz/massey/international/pre-departure-and-arrival-information/accommodation.cfm>

### **Student Life**

Student life is not just about studying and so Massey provides you with a range of indoor and outdoor recreational, fitness, leisure and arts and crafts programs through the Recreation Centers on each campus. Campus facilities vary to include circuit and cardio training rooms, squash, basketball and volleyball courts, a climbing wall, athletics track and playing fields, etc.

The Student Associations on each campus both represent and support students. They aim to make student life as exciting as possible by coordinating a wide variety of clubs and societies and running a student newspaper specific to each campus. Radio Control 99.4FM, the Manawatu's alternative music station, is broadcast from the Palmerston North campus.

Clubs and Societies: Massey has a club to suit everyone with a large range of sporting, political and cultural groups. Clubs at Massey include: debating, drama, snowboarding, public speaking, martial arts, amongst others. There are numerous clubs to choose from and it is a great way to meet new people and get involved.

### **Health**

The Massey University Medical Centre provides a service on each campus during normal office hours and an emergency Recreation Centre, Palmerston North campus service for after-hours, weekends and public holidays. The Centers have a range of professionals, including skills counselors, nurses, doctors, physiotherapists and nutritionists.

### **Communication**

When making calls, keep in mind time zone differences

[www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always "1") followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial "011", the country code, city access code (if necessary) and the phone number. Country and city codes can be found online ([www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.

### **Skype**

Skype is a free, downloadable software application that allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates. Additionally, Skype also provides an instant messaging function as well as file sharing.

To create a Skype account, users must download the application from [www.skype.com](http://www.skype.com) and create a user name and password. Once the application is installed onto their computer,

they can search for friends either by first and last name or using their friends' Skype usernames. Once a friend is added to a users contact list, they will be able to see whether that person is available to chat. If two users both have web-enabled video cameras for their computers, they will be able to chat face to face. For users without a web cam, a microphone is all that's required for calls to another computer.

### **Websites of Interest**

U.S. State Department Students Abroad site:

<http://www.studentsabroad.state.gov/>

UW-Madison International Academic Programs

<http://www.studyabroad.wisc.edu>

U.S. State Department:

<http://travel.state.gov>

U.S. State Department Students Abroad site:

<http://www.studentsabroad.state.gov/>

Center for Disease Control

<http://www.cdc.gov/travel/>

Current exchange rates

<http://www.oanda.com>

Lonely Planet

<http://www.lonelyplanet.com>

