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Living in Germany



Berlin

Berlin is a cosmopolitan city with a population of three and a half million making it the largest city in Germany. In addition to being known for its many college students, Berlin is home to historic landmarks including the Brandenburg Gate, Reichstag Building, and the Berlin Wall.

Time Zone

Berlin is one hour ahead of Greenwich Mean Time (GMT+2), and the time difference between the Eastern Standard Time zone in the U.S. is +6 hours.

Climate & Weather

The weather in Berlin can be variable. Expect warmer temperatures near the beginning of the semester, and cooler weather as the semester progresses. It becomes very cold and gray in late fall, but there is very little snow in Berlin.

Public Transportation

The public transportation system is an easy and efficient mode of getting around Berlin. The local U-Bahn and S-Bahn trains, regional trains, trams, buses, and ferries all combine to make up the transportation system in Berlin. While navigating these various options may be an initial adjustment, most students learn the routes quickly.

Money & Banking

Germany's currency is the Euro. Participants should not open up a bank account abroad. Visa and Mastercard are the most widely accepted cards, although it is important to note that credit cards are not accepted everywhere. Students should notify their bank and credit card companies that they will be studying abroad prior to their arrival. Students should research prior to departure to better understand how their bank cards will work abroad.

Living in Germany

Council on International Educational Exchange (CIEE)

The N.U.in Germany program partners with the Council on International Educational Exchange (CIEE) . For over 70 years, CIEE has been the nation's leader in producing high-quality international study abroad and exchange programs. A non-profit, non-governmental international exchange organization, CIEE helps to set and raise, the standards of international education.

With CIEE, N.U.in Germany students get to learn in the heart of Berlin's lively and culturally rich Kreuzberg district. At the CIEE Global Institute, there are peaceful inner courtyards, which lead to quiet study areas, classrooms, a cafe, and common space to do coursework and get to know fellow students. The lower levels of the main building are home to the CIEE Office of Community and Student Life, where students will get advice on local events and volunteer opportunities and can borrow recreational and sports equipment.





Student Accommodations

The residence hall for our N.U.*in* Germany students is the CIEE Global Institute (G27), which is also CIEE's academic campus in Berlin. G27 houses a residence hall with a mix of CIEE and local students and resident assistants who help students adjust to life in Berlin and assist in providing a safe, comfortable living environment. Students live in double, triple, or quad rooms with en-suite bathrooms and shower facilities. Students living in the residence halls can prepare their own meals in shared kitchens. Students also may purchase coffee, tea, soft drinks, and snacks at the on-site café, or explore the myriad restaurants and cafés in the Kreuzberg neighborhood. The building has controlled access to the residence with 24/7 on-site security staff and electronic keys.

Bed linens, comforters, pillows, basic cooking utensils (pots, pans, dishes, silverware, cups, and glasses) and cleaning supplies will be provided, but students are expected to provide their own towels.

Common Areas

The residence hall has a co-working space, quiet study areas and two computers available for use 24/7. Each floor has a student lounge with a large TV.

Laundry

Laundry facilities are located in the building for students to use. Students can pay for laundry using money loaded onto the CIEE Student ID or with international debit/credit cards.

Living in Germany

Life Abroad

Roommates

N.U.*in* students will live with one, two, or three other roommates. Students receive their roommate assignments once they arrive on-site. We encourage students to develop adaptability skills and to broaden their social network as much as possible, and as such, we are not able to accommodate roommate requests.

Living with roommates can certainly be an adjustment for some students. Keep in mind that the N.U.*in* on-site staff is available to students who are seeking advice about how to handle a roommate conflict.

Mail

CIEE recommends writing the following message (in addition to the address) on any packages sent to students so that they are not held up in customs: “Gebrauchtwaren / persönliche Effekte zur Benutzung während Gaststudiumaufenthalts in Berlin.” In addition, they recommend that packages containing personal goods are listed as worth \$0.

Mailing Address

Name of Student
c/o CIEE Global Institute - Berlin
N.U.*in* Germany
Gneisenaustraße 27
10961 Berlin, Germany Tel. +49 30698078850



Medical Facilities

A general practitioner is located immediately beside the CIEE Global Institute campus and has an established relationship with CIEE. The CIEE Student Life Office maintains a list of counselors and therapists for individualized support who specialize in working with English-speaking individuals. In addition, the Student Life staff are available to provide assistance to students with concerns related to cultural adaptation, roommate mediation, and interpersonal communication.

Vivantes Klinikum Am Urban Hospital

Dieffenbachstraße 1

10967 Berlin

Tel: +49.30.130210

St. Joseph-Krankenhaus Hospital

Wüsthoffstraße 15

12101 Berlin

Tel: +49.30.78820

Health Insurance

The N.U.in Program requires that all students maintain health insurance coverage that is valid abroad during their time on site. Students may be covered under a domestic health insurance plan with international coverage, or a supplemental international health insurance carrier. It is the responsibility to check with their current insurance carrier to see what kind of coverage is offered abroad.

All N.U.in Germany participants are also enrolled in iNext insurance, which provides basic coverage while traveling abroad. Students will receive an email from iNext outlining the details of the coverage prior to departure. Further information on utilizing healthcare and health insurance in Germany will be provided during orientation in Berlin.

Academics at CIEE

Academic Environment & Structure

N.U.*in* Germany operates 14-week semesters, including a 1-week midterm break, and a 1-week final exam period. Most classes have 3-6 hours of contact per week, distributed between lectures and learning outside of the classroom.

Class Structure

The overall environment is generally similar to that of a U.S. college classroom. The workload is not excessive, but students can expect to do 2 hours of work at home for every 1 hour in class. Classes are typically taken with N.U.*in* students only.

Field Trips

Many classes extend the learning beyond the classroom, with co-curricular field trips throughout Berlin and its surrounding areas. Participants should be prepared to balance this element with their classroom learning and understand that field trips are compulsory academic experiences.

Studying

Preparation for class is important to student's academic success. Lectures are designed to provide broad overviews and key concepts, while readings offer more detailed coverage. Participants tend to study on campus, or find that cafes are good places to experience the city while also concentrating on homework.

Exams

Assessment structure depends upon the class, and could be based heavily on mid-terms and finals, or on tests throughout the length of a course. Academic integrity is especially important, and any form of cheating or plagiarism will not be tolerated. To be successful, students should attend all classes, keep up with the readings and homework, and hand in all assignments on time.



Academics at CIEE

Academic Resources

Tutoring and additional support is available for students, but they must first seek out these resources. Students may speak to their lecturer or an N.U.*in* staff member to discuss any issues that they may be having academically.

Academic Resources

CIEE Berlin utilizes Canvas (<https://ciee.instructure.com>), a learning management system that allows students to access academic schedules and course material online. Instructors also use Canvas for assignment submission and grade reporting.

The following resources are available to students through CIEE:

- Academic mentoring through one-on-one sessions.
- Students can seek group-based assistance for the following courses: "Calculus for Business" and "Principles of Microeconomics".
- For writing, students can receive individual support by visiting the instructor for the "Academic Writing" course. The instructor is available to meet with any student in the N.U.*in* Germany program to provide support with drafting, revising, and final editing of writing assignments.
- All faculty hold regular office hours (listed on each syllabus) and are also available by appointment to meet with students to provide additional support.

Learning Disabilities

Any student requiring accommodations must upload the documents to their Northeastern Application Status Check. CIEE then reviews the documentation and will contact the student if there are follow-up questions. Students should also speak to their professors individually to alert them of their necessary accommodations.

Textbooks

N.U.*in* Germany students will need to purchase textbooks for the respective courses listed on the N.U.*in* website's Germany page under the Academics section (this typically becomes available in late summer). It is essential that students purchase all course textbooks (either hard copies or electronic if you prefer) before departure for Germany. English-language textbooks are very difficult to order them in Germany. Students should not purchase textbooks until their courses have been confirmed by their academic advisor.

Grading & Transcripts

CIEE uses the American grading system, meaning that grades will look similar to those earned in the US. The rubric is explained clearly at the beginning of the semester in each syllabus to ensure consistency and offer a guide from the beginning of the class.

Official transcripts for classes taken during the The N.U.*in* Program are issued by our partner institutions, and will be mailed to The N.U.*in* Program office in Boston after completion of the fall semester. They will be distributed at a set time and place, and then will be available for pick-up on campus. In order to receive transfer credit, participants must attain a grade of "C" or better in the U.S. grading system. In accordance with Northeastern's transfer credit policies, participants' final grades will not appear on their Northeastern undergraduate day school transcripts or count toward their GPAs. Each student's Northeastern degree audit and official transcript will only reflect that he or she has received credit for a course, but not the grade itself. However, if a student decides to transfer to a different school or applies for further educational opportunities or scholarships, official transcripts from all institutions attended will typically be requested.

Academics While Abroad

Course Credit & Registration

Students will receive a full semester's worth of credits. Please reference the Academics pages on the *N.U.in* website for a list of course offerings.

Fall Course Registration

You will work with your Northeastern academic advisor to select courses for the fall semester. Please make sure you disclose any existing or pending AP, IB, or transfer credit to your advisor so they can assist you to select course alternatives.

Fall Course Changes

In summer, our partners begin to prepare their resources and have a number of elements to consider, including classroom space, number of sections for each course, scheduling, availability of faculty, etc. As such, course changes are limited to only those academically required. Students who receive AP, IB, or other college credit after courses registration can have their schedules adjusted by their academic advisors only. Before any changes are made on-site to a student's schedule, The *N.U.in* Program and Northeastern University Advisors must confirm and approve any changes.

Spring Course Registration

Registration for spring classes takes place in mid-November. The registration process is different for each College. Northeastern academic advisors will contact students via email regarding course selection and any college-specific protocols in the fall. Depending upon the flexibility of their major's curriculum, students may be pre-registered for some courses during the month of November by their advisors. All students meet with their academic advisors during Spring New Student Orientation in January to finalize their schedules and to address any concerns. If students have additional questions they may contact their college directly. Contact information for academic advisors can be found on the *N.U.in* website.



Transfer Credit & Enrollment

The N.U.*in* staff has worked closely with the Northeastern Colleges and our partners abroad to ensure that students are enrolled in courses abroad that fulfill Northeastern major, core (NUPath), and elective requirements. Upon returning to campus, all courses successfully completed with The N.U.*in* Program will appear on students' Northeastern academic records as transfer credit, but will not be calculated into their Grade Point Average. Students receive an official transcript, which will have their grades from our partner institutions abroad. Any additional copies will need to be requested directly from our partner institutions by students.

Enrollment in The N.U.*in* Program

All students must successfully complete their secondary education program. Students must also submit proof of graduation, which is typically found on their final high school transcripts. Failure to submit final high school transcripts may impact financial aid awards, and failure to complete one's current academic program in good standing could result in a decision to rescind the offer of admission to The N.U.*in* Program and the University.

Matriculation to Northeastern

Participants must successfully complete their N.U.*in* Program courses during the fall semester. Failure to complete coursework and earn a grade of "C" or better could result in the need to take extra courses during the summer or subsequent semesters or a decision to postpone the student's matriculation to Northeastern University. Disciplinary issues that have occurred since admission, at Pre-departure Orientation, while participating in The N.U.*in* Program, at Northeastern's New Student Orientation programs, during Move-In, or prior to the official start of the semester, must be fully disclosed. Northeastern reserves the right to rescind a student's offer of admission or engage in any appropriate disciplinary action related to these issues.



Preparing for Departure



Preparing for a Semester Abroad

From now until departure, students can prepare for their upcoming semester by doing research about their N.U.*in* location's culture and academic environment. Students should be working on their visas (if applicable), packing their belongings, and finalizing travel plans for the beginning of the program. It is recommended to create a communication plan with friends and family to best keep in touch while abroad. Most importantly, students should be getting excited for the unique opportunity that lies ahead!

Culture Shock

As a visitor from another country, students may experience culture shock at some point during their N.U.*in* experience. Culture shock is described as feeling a lack of direction, not knowing what to do or how to do things in a new environment, and not knowing what is appropriate or inappropriate.

The feeling of culture shock generally sets in after the first few weeks of arriving to a new place. Some students experience all of these symptoms, while others may not encounter any feelings of culture shock. Generally, most students will fall somewhere between the extremes. I

Site staff are an excellent resource for students who may be experiencing culture shock, homesickness, or some combination of the two. It is important to come up with strategies prior to departure, such as weekly phone calls to family, finding activities or hobbies you can do while abroad, or talking with peers about what they are feeling to help cope with culture shock and homesickness



Preparing for Departure



Student Visa for Fall N.U.*in* Semester

All N.U.*in* students need a passport, which must be valid for at least six months beyond the student's scheduled program end date. Please visit our website to learn more about the visa process, and for a location-specific visa guide.

It is the student's responsibility to obtain an appropriate visa, if necessary. If you cannot obtain a valid visa in time for the program start date, then please refer to the N.U.*in* Withdrawal Policy (found in the Application Status) and contact the N.U.*in* office to discuss next steps.

F-1 Student Visa for Spring Semester (International Students)

All international N.U.*in* students must apply for a non-immigrant student visa at a U.S. Embassy or Consulate to start their Spring semester in the U.S. at Northeastern University. For information regarding the requirements for an F-1 Student Visa, please contact your nearest Embassy or Consulate directly.

N.U.*in* students who need to obtain F-1 visas will need to plan ahead to ensure there is enough time either on-site or upon returning to their home country after the conclusion of the fall semester to secure the proper documentation needed.

Contact the Office of Global Services for any questions regarding the F-1 visa process at +1 617.373.6447 or ogs@northeastern.edu.

Preparing for Departure

Group Flight

Pre-Departure

Participants on the Group Flight must check their email for an important Departure Information communication that will include all details for the day of travel, including phone numbers to call in case of a travel delay or emergency. Students on the Group Flight must provide N.U.*in* with the details of their itinerary, including any and all connecting flights. Students will enter their flight details through their Application Status Check portal prior to departure.

Travel to Site

Participants on the Group Flights will travel from select hub cities. N.U.*in* site staff will greet them in the airport when they arrive at their N.U.*in* location. Buses will be waiting to take students directly to the student accommodation. We ask that participants wear their N.U.*in* t-shirt for identification purposes in the airport.

Departure

On the last day of the program, buses will be arranged to bring participants on the Group Flight to the airport from the student accommodations. From there, students will go through security and travel as a group back to their destinations. Students may choose to depart for home or travel elsewhere early, only if all academic requirements and the Acknowledgment of Risk and Informed Consent for Program Deviation form have been completed. Students will also be required to pay a change fee to make any modifications to their itinerary. All students are required to move out of their student accommodation on the last day of the program.



Independent Travelers

Pre-departure

Any participant who chooses to fly to their site separately from the Group Flight books his/her own flights and will receive a credit on their bill equal to the cost of one Group Flight airline ticket to their fall semester tuition bill.

Independent travelers must check their email for an important Departure Information communication that will include all details for the day of travel, including phone numbers to call in case of a travel delay or emergency. Students traveling independently must provide N.U.in with the details of their itinerary, including any and all connecting flights. Students will enter their flight details through their Application Status Check portal prior to departure.

Travel to Site

Participants traveling independently from their home cities to their N.U.in location must arrive on site by the program start date. Independent travelers must arrange their own transportation to the student accommodation. Students arranging their own transportation to campus should note the address of the student residence prior to departure.

Departure

On the last day of the program, buses will be arranged to take group flight participants to the airport from the residence hall. If an independent traveler's flight is departing on or around the same time as the Group Flight, he/she may utilize these buses to get to the airport. Otherwise, independent travelers are responsible for their own transportation to the airport.



Policies & Protocols



Safety While Abroad

Just as in any city, it is important for students to take precautions, be mindful of their surroundings, and follow basic safety principles.

- Walk along well-lit areas and avoid alleys or poorly-lit areas.
- Use the buddy system and do not travel alone at night.
- Avoid public demonstrations, riots, and other civil disturbances.
- Keep a low profile, and avoid loud conversations or arguments.
- Do not discuss travel plans or other personal matters with strangers.
- If lost, act as if you know where you are going.
- Try to ask for directions only from individuals in authority like a police officer.
- Make a note of emergency telephone numbers: the N.U.*in* staff, police, fire, hotel (if traveling), and the nearest embassy and/or consulate of your home country.

Registering Your Travel Plans

Students are encouraged to register their travel plans with the greater Northeastern community, the U.S. Department of State, the embassy or consulate of your home country, and WorldAware. Several resources are listed on the following pages to help students prepare for traveling abroad

Policies for Travel While On-site

Participants may travel to locations outside of their host cities/countries if they wish. Any student who leaves for one or more nights must fill out an Acknowledgment of Risk and Informed Consent for Program Deviation form. This online form collects information including the dates and destination, means of travel and any flight/train numbers and times, and names of other students who may be traveling as a group. This form will be made available before students arrive on site. Students under 18 years old are not able to complete this form unless their parent or guardian has signed the "Under 18 Program Deviation Waiver" in the students Application Status Check portal.

Policies & Protocols

Safety While Abroad

Registering Travel & Downloading the WorldCue Mobile App

See the below procedure for students. If students have any questions about this process, please email mytravelplans@northeastern.edu.

1. The University's International Safety Office and N.U.in will enter the program dates, accommodations, and group flight information into the University's travel registry system (iJET WorldCUE) for all program participants.
2. N.U.in participants will receive a confirmation email from WorldcueTraveler@ijet.com that provides instructions to activate the user account and download the WorldCue Mobile App.
3. Students must verify the information and update personal details.
4. N.U.in participants who obtain approval to deviate from the program (for example, a weekend trip away from the program site) must register the travel details by logging into their user account at www.traveler.worldcue.com or by visiting "My Travel Plans" in the myNortheastern portal.
5. For travel registration instructions and information about the mobile app, visit: <https://provost.northeastern.edu/international-travel/>

Register for Smart Traveler Enrollment Program (STEP) with US Government

1. Visit the US Embassy Website: <https://travelregistration.state.gov>
2. Create an account and follow the steps to fill out the required information



WorldAware

As Northeastern community members, N.U.*in* students have access to a service called WorldAware. WorldAware provides all N.U.*in* students with access to worldwide, quality health professionals, travel warnings, and emergency health and safety assistance services 24-hours a day. Membership provides students with pre-travel information and advice, rapid response, emergency help, and evacuation capabilities. Students may contact WorldAware at the following number specific to Northeastern University members at +1.312.470.3108.

Utilize WorldAware prior to departure for:

- Accurate, updated information on the city and country.
- Information like vaccination, prescription medication, and medical equipment.
- Information regarding security concerns.

While abroad, contact WorldAware for assistance with:

- Health, safety and security advice.
- Finding an experienced, English-speaking doctor or security specialist.
- Locate a local doctor or other provider credentialed by their medical staff.
- Loss of travel documents or legal advice.

In an emergency, call WorldAware immediately to:

- Arrange for medical transportation or care.
- Monitor local conditions and receive advice via email or push alerts.
- Evacuate to a center of medical excellence if local care is inadequate.
- Provide help if one's personal safety is at risk.
- Contact family members the participants indicated are emergency contacts.

Policies & Protocols

Emergency Protocol

Duty & Staff Availability

The first point of contact for participants is always the N.U.*in* staff. International Coordinators (ICs) live within the same building as the students, and serve in a similar capacity as Resident Assistants (RAs) in Northeastern residence halls. Additional staff may be provided by our partner institutions to assist within the studnet accomodation or with cultural adjustment and understanding. Students should feel comfortable approaching our staff and asking for assistance or advice at any time. Students should familiarize themselves with the local resources which may include, residential staff, host institution staff, emergency responders on-site or in the community, etc. Site staff is on-call at all times, meaning that a staff member can always be reached, 24 hours a day, 7 days a week. There will be a specific on-call phone number to be distributed to students on arrival. Students may contact this number for emergency reasons. Common concerns include inquiries about how to set up a doctor's appointment, visit a hospital, or navigate an emergency situation, though any question can be addressed to a staff member on duty.

Doctor & Hospital Visits

Students can request guidance at any time when it comes to medical care and visits. Site staff are always available to accompany a student to a doctor's appointment. Typically, students are seen by a local doctor for routine ailments such as a cold, cough, or sore throat. The local doctor or clinic may recommend that a student visit a hospital for any more serious injury or illness. In an emergency situation, a student may be transported directly to a hospital. Staff usually accompany students for all hospital visits, especially in emergency situations.

Escalated Incidents

Participants will typically contact the on-call phone first, and speak with the site staff on-call. Depending upon the situation, a staff member may become involved, along with any medical professionals, if needed. If an incident is more serious, the Boston office will be contacted by site staff, ensuring that all members of the N.U.in team are aware of any escalated situations on-site.

Parental Notification

Parents will be contacted in the event of a medical emergency. The N.U.in team will encourage participants to make the initial contact to their parents, though staff will reach out to parents if the student is unable to do so.

Code of Student Conduct**The Northeastern Code of Student Conduct**

The purpose of the Code of Student Conduct is to set expectations of behavior that promote the safety and welfare of the Northeastern University community. The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the rights of members of the University community, individually and collectively.

Policies & Protocols

Code of Student Conduct

The N.U.in Supplement

This supplemental guide establishes the guidelines and processes specific to The N.U.in Program, as they may differ from or incorporate the Northeastern University Code of Student Conduct.

As a participant in The N.U.in Program, you are responsible for adhering to the rules and regulations published in Northeastern University's Code of Student Conduct, the policies of your partner institution or educational partner, and the guidelines set forth and/or referenced in the supplemental guide, as may be amended from time to time. Behavior by participants at any time during The N.U.in Program that is found in violation of the Code of Student Conduct, this supplemental guide, partner institution conduct policies, local, state, federal law or laws of the host country could adversely affect the educational mission of N.U.in and Northeastern University or its relationship with the surrounding international community and may subject participants to discipline.

The N.U.in Program seeks to provide participants with an opportunity to have an early study abroad experience, increase their inter-cultural competency, and form a supportive community that facilitates the transition from high school to college, with the opportunity to earn academic credit. In addition, The N.U.in Program strives to provide participants with a healthy, supportive and welcoming community. In those instances where violations of the behavioral expectations set forth in the aforementioned documents occur, The N.U.in Program and Northeastern University have developed procedures to address the violations, with the goal of serving the interests of members of the community, individually, and collectively.

The N.U.in Program site staff will administratively handle alleged violations that occur at an N.U.in site and involve an N.U.in participant. The Office of Student Conduct and Conflict Resolution, in collaboration with the NU Global Office and Northeastern University Admissions, will handle alleged violations that occur at an N.U.in site, involve an N.U.in participant, and could involve withdrawal and/or removal from The N.U.in Program or rescission of admission to Northeastern University. Find both of these documents on our website.



Withdrawal Policy

A. Introduction:

Advance planning and commitments are required to support The N.U.*in* Program. Immediately upon your deposit, N.U.*in* makes financial commitments to travel agents, as well as to each partner institution to secure housing, class space, and co-curricular activities. Therefore, a participant who withdraws from the Program at any time after deposit will be responsible for all non-recoverable expenses incurred by The N.U.*in* Program (related to the withdrawing participant). Non-recoverable expenses may include but are not limited to incurred travel costs, partner institution tuition, and housing costs. You are urged to plan carefully and are required to review and understand this withdrawal policy.

B. Payment terms and conditions:

1. Enrollment Deposits:

- A Fall Enrollment Deposit of \$1200 is due by May 1, 2019 and a second Fall Enrollment Deposit of \$2500 is due by June 1, 2019.
- These deposits secure your enrollment in The N.U.*in* Program and will be applied to your fall Program fee. Please note that these deposits are non-refundable and if a deposit is not timely made, enrollment in the Program is forfeited.

2. TuitionPay Options:

- Those electing to participate in the TMS monthly payment plan may begin their payments on June 15, 2019.

3. Deadline for Payments

- If a participant has not paid the Program fee in full or entered into a payment plan by July 5, 2019, they will not be eligible to participate in The N.U.*in* Program.

Policies & Protocols

Withdrawal Policy

C. Pre-departure:

Pre-departure is defined as the time between the University's receipt of your deposits and your arrival to your N.U.*in* destination. Participants who withdraw during the pre-departure period will only be refunded in the event that there is a credit after the University has assessed non-recoverable costs. The University will not refund initial deposits of \$1200 and \$2500.

As discussed above, the University may not be able to recover costs such as non-refundable fees and charges that Northeastern University has paid on behalf of Program participants such as: flights, tuition, student fees, housing, excursions, and other Program expenses. Recoverable costs may include any portions of such fees and costs that the University is able to recover and refund to the student. If for any reason, The N.U.*in* Program is canceled after the University has received a participant's deposit, the University may place the participant at an alternative N.U.*in* destination. If there are no alternative destinations, the participant will be refunded the deposits as well as all payments made to date.

N.U.*in* participants must adhere to the standards of conduct outlined in the Northeastern Code of Student Conduct and the N.U.*in* Program Supplemental Guide to Participant Conduct throughout the Pre-departure period. Failure to do so may result in the removal of the participant from The N.U.*in* Program and may also prompt a review of the participant's spring admission status. Any additional costs incurred by The N.U.*in* Program as a result of a participant's withdrawal will be at the participant's expense.

D. Post-departure:

There are no refunds if the participant withdraws from The N.U.*in* Program after leaving for The N.U.*in* destination. Additionally, there are no partial refunds for course drops. N.U.*in* participants are required to adhere to the participant conduct policies outlined by their host institution, applicable Northeastern University policies and procedures, the Northeastern Code of Student Conduct and the N.U.*in* Program Supplemental Guide to Participant Conduct, as well as the policies outlined in the Acknowledgement of Responsibility and Liability Waiver form. Failure to do so may result in the removal of the participant from The N.U.*in* Program and may also prompt a review of the participant's spring admission status. Any costs incurred by N.U.*in* as a result of any violation of these policies will also be at the participant's expense (i.e., damages to host institution facilities, etc.)

E. Removal from The N.U.*in* Program:

If a participant is asked to leave the N.U.*in* Program in connection with violation of any applicable policy:

- No refund will be granted.
- Northeastern spring admission status will be reviewed and may be rescinded.

F. Inability to obtain a student visa:

- The participant may be refunded any recoverable costs.
- Northeastern spring admission status will be reviewed.

Policies and Protocols

Withdrawal Policy

G. Voluntary withdrawal from The N.U.in Program:

1. Circumstances

If a participant leaves the N.U.in Program for the following reasons:

- Medical reasons as supported by a physician;
- Personal reasons such as homesickness, family concerns, language difficulties, adjustment issues, climate, geography, or political climate;
- The participant will be refunded any recoverable costs.
- NOTE: If a student attempts to voluntarily withdraw from the Program while disciplinary charges are pending, the voluntary withdrawal will not be approved until all disciplinary charges are resolved.

2. Voluntary Withdrawal Process:

- The participant must contact Northeastern University Undergraduate Admissions via email at nuinadmissions@northeastern.edu to review their spring admission status by December 15, 2019 or within two weeks of withdrawal, whichever is sooner.

OR

- If a participant would like to withdraw from the Program and decline admission to Northeastern University, they must complete the following steps:
 - Log into the myNortheastern portal: <https://my.northeastern.edu/>
 - Click “Decline Admission” under the self-service or enrollment tab.
 - Participants must fill out the pop-up window and press “go” for their withdrawal to be officially registered with the University.
 - If you have forgotten your password, you may click on “forgot password” on the login screen. If you have forgotten both your username and password, please call +1 617.373.4357 to get assistance in recovering your username.

H. Refund related to program cancellation/suspension policies:

If the U.S. State Department, Center for Disease Control, or University, in consultation with emergency response/safety and security providers, issues a travel alert for a country in which there is a N.U.*in* Program, the N.U.*in* Program may suspend or cancel the Program in that country. In the event of program cancellation or suspension, all participants are required to return immediately to their home country or otherwise relocate as directed by the University. If the Program is suspended or cancelled prior to the Program start date, the University will work with participants to transfer to another N.U.*in* Program destination. Only recoverable Program fees, if any, will be refunded to those already participating, or preparing to participate, in that particular cancelled or suspended Program.





Transition to Boston



January 2020

Boston Move-In

N.U.*in* students move into their Northeastern housing in early January. Housing preferences are collected in early fall via an online form, and placements are made throughout late November and December. While every effort is made to accommodate housing requests, students may not always receive a placement that aligns with their preferences.

New Student Orientation

It is mandatory for all N.U.*in* students to take part in Spring Student Orientation, held in January and hosted by the Office of Student Orientation and Family Programs. During this orientation program, students have the chance to meet N.U.*in* students from other locations and learn their way around campus and Boston. Students prepare for the start of their academic study at Northeastern by exploring their college and major, continuing to work with their academic advisors, learning more about experiential learning, and expanding their knowledge of what makes Northeastern unique. Parents and family members of students are invited to participate along with their student in the Orientation experience. Students will receive an email prompting them to register for Spring Orientation in late fall.

Welcome Week

Welcome Week is packed with fun and exciting events. Students will be given many options to choose from, all with the goal of allowing them to meet their new classmates and to get to know their new surroundings. Students also have the opportunity to explore the many, diverse student organizations and clubs that they may join in the spring.

Looking Ahead

Pre-departure Preparation

Please review and complete the below tasks before departure:

Academics

- Work with N.U.in office and academic advisor to complete course registration

Travel and Safety

- Review visa guide for process or documents required while traveling
- Make copies of important documents to leave at home: passport, ID, credit/ATM/debit cards (front and back), prescriptions, flight itinerary
- Save e-ticket email from Advantage Travel if on the Group Flight (typically sent week of departure)
- Explore WorldCue mobile application and website
- Check in with your health insurance provider about international coverage

Banking

- Prepare budget and make financial plans
- Check in with your bank about using credit and debit cards abroad

Communication

- Check in with your phone company about options for using your phone abroad
- Help your family set up Skype, FaceTime, WhatsApp etc. to stay connected
- Check Application Status Check to ensure you have completed all documents

Personal

- Gain cooking tips and tricks from your family
- Research your host city/country and get excited!
- Collect addresses of friends and family for sending postcards

Packing Guide

Clothing

- ☐ Daily apparel (shirts, pants, socks)
- ☐ Water resistant footwear
- ☐ Sturdy hiking/walking shoes
- ☐ Underwear
- ☐ Swimsuit, flip-flops
- ☐ Formal outfit
- ☐ Scarves and gloves
- ☐ Sweaters/sweatshirts
- ☐ Jackets/coats
- ☐ Sleepwear
- ☐ Athletic wear

Miscellaneous

- ☐ Laptop/charger
- ☐ Adapter and voltage converter
- ☐ Camera
- ☐ Phone
- ☐ Water bottle
- ☐ Carry-on bag
- ☐ Towel/washcloth
- ☐ Flashlight
- ☐ Umbrella
- ☐ Scientific calculator (only applicable to certain courses)
- ☐ (Optional) A small amount of local currency (\$50-\$100)

Please refer to your specific visa/travel process for documents or materials you will need to travel with. The below items are a general guidance for all students.

- ☐ Passport
- ☐ Visa documents (if applicable)
- ☐ Flight Itinerary
- ☐ Photo ID
- ☐ Copies of all credit/debit cards, passport, and visa documents (leave copies at home)

Medicine and Toiletries

Make sure you can travel internationally with your prescription; verify what documentation you need to legally transport your prescription. If possible, consult with your doctor about obtaining a supply of all medications for the duration of the program.

- ☐ Comb/brush
- ☐ Travel-sized toiletries
- ☐ Deodorant
- ☐ Preferred over-the-counter medicine
- ☐ Feminine hygiene products
- ☐ Razors
- ☐ Extra eyeglasses and sunglasses
- ☐ Contact lenses and solutions
- ☐ Sunscreen
- ☐ Dental hygiene products
- ☐ Cosmetics
- ☐ Documents



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