THE INTERNATIONAL SUMMER SCHOOL 2017
Innsbruck, Austria
PRE-DEPARTURE GUIDE

UNO-INNSBRUCK
INTERNATIONAL SUMMER SCHOOL
SINCE 1976
THE UNIVERSITY of NEW ORLEANS
Dear “Innsbrucker”:

Congratulations! You are about to embark on a journey that may very well change your life! The UNO-Innsbruck International Summer School has been in existence for over 40 years and has touched many students’ lives, creating life-long friendships, prompting a love for travelling, and encouraging academic curiosity.

We hope that this guide will help prepare you for your upcoming learning and travelling experience to Innsbruck, Austria, and Central Europe. If it leaves any questions unanswered, please let us know.

We are very much looking forward to sharing 6 weeks with you in Innsbruck, the ‘Heart of the Alps,’ a city that has already touched all of our lives. We can’t wait for you to join us and become an “Innsbrucker” as well!

Sincerely,
UNO-Innsbruck International Summer School Team

The Dormitory: “Home4Students,” aka “Rössl in der Au”

Your Address:

THE INTERNATIONAL SUMMER SCHOOL
C/o Rössl in der Au
Höttinger Au 34
A-6020 Innsbruck
Austria, Europe

Phone: 011-43-50-447-611
Please note: Innsbruck is 7 hours ahead of U.S. Central Daylight Time!

Don’t expect the Hilton, but the RÖSSL is a nice, newly renovated student dormitory and we think you will appreciate the clean and comfortable rooms. Each room has a private bath with shower and is furnished with beds, desks, a closet, and a safe for each student. Housekeepers (Putzfrauen) clean your room weekly. They regularly provide fresh hand and bath towels, but the towels are pretty small, so we suggest bringing a large bath towel or buying one in Innsbruck. Bed linens are changed once a week. However, the housekeepers will not enter a room that is too messy! There is free internet access in the dorm and in all rooms, however Wi-Fi access is not always reliable, so we recommend bringing an Ethernet cable and, if needed, an Ethernet adapter for iPads and tablets.

BREAKFAST: A generous breakfast buffet is served at the Rössl on class days from 7:00 – 10:00 am.

FRONT DESK:

The front desk at the Rössl is staffed 24 hours a day. The front desk staff will also do their best to assist you, whatever the problem or question may be. In the event of an emergency the Rössl will get in touch with the proper authorities. The front desk should be the first number to call in case of an emergency or if you need help.

PHONE NUMBER:

The phone number for the Rössl in der Au Student Dormitory Front Desk is: 011-43-50-447-611

We recommend that you save this number in your cell phone!

The (011) is the international access code, the (43) is the country code for Austria, and 50-447-611 is the number of the front desk at the Rössl. The English-speaking Austrian staff will answer this number and take messages for the students. The dorm rooms have no outside phone lines. It is required that you have a working cell phone during your time in Europe and that you share your number with the program administration no later than check-in on July 1. Please see the section on “Phones” in this guide for further details.

MAIL: Please have all mail sent to the exact address above, with your name listed at the top. Give this address to anyone who needs it, especially your immediate family. Be sure to include the “THE UNO-INNSBRUCK INTERNATIONAL SUMMER SCHOOL” in the address, so that the mail can be separated more easily.

Note: Please do not send any medication, especially not prescription drugs. They will be held in customs and may be confiscated.
CHECK-IN AND ORIENTATION:

All students are required to check in at the dormitory on July 1. Check-in is from 12:00 pm – 4:30 pm

The Mandatory Orientation will start at 5:00 pm on July 1.

GETTING THERE:

We provide round-trip bus transfers from the Munich airport to the dormitory in Innsbruck on July 1, 2017, with return on August 11. All program participants can use this transfer service, provided they book their flights in accordance with the transfer schedule. Our last bus leaves the Munich airport at 12:00 noon on July 1.

If you will be arriving independently, or miss our transfer from the Munich Airport, you need to know how to get from the Munich airport to the dormitory in Innsbruck.

1. **By Shuttle**: You can also arrange for Four Season’s Shuttle service to bring you from the Munich Airport to Innsbruck. You can book your shuttle online at: www.tirol-taxi.at. You need a credit card to book your shuttle. A one-way shuttle is about 53.00 Euros (approx. $58.00). To find the Four Season’s counter in the Munich Airport, go downstairs to the Central Area (Zentralbereich) and then follow the signs for car rentals/transfer services.

2. **By Public Bus**: A public bus service is available from the Munich Airport to the Innsbruck main train station. It is called “Mein Fernbus” and provides a connection to Innsbruck about every three hours. The Innsbruck line is “040” and the cost for a one-way ticket is between EUR 8.00 and 25.00. When you arrive at the Innsbruck train station, you need to take a taxi to the dormitory. For more information, please see http://meinfernbus.de/unser-angebote/linien/bus-muenchen-flughafen-innsbruck.html.

3. **By Train**: To get from the airport to the central Munich train station, follow directions in the airport to the underground S-BAHN. The S-BAHN is the local transit train, combining subway and elevated tracks. It will take you directly to the Central Munich train station, called the HAUPTBAHNHOF. From there, take the first train going south to Innsbruck. Trains run often between the two cities, so you probably won’t have to wait very long. The train ride is approximately 2 ½ hours. The website of the Deutsche Bahn, the German railway company, might be beneficial to make train reservations: http://www.deutschebahn.com/en/start.html. To get to the dorm from the Innsbruck train station, we recommend taking a taxi. Taxis are lined up at the Innsbruck train station. Take the taxi at the head of the line. Just tell the driver that your destination is the “Rössl in der Au or Home4Students dormitory” by the university and he/she will know where it is. The taxi should cost approximately €8 Euro (about $9).

CURFEW

There is a 2:00 AM curfew on all class nights incl. Sunday night. We recommend to plan your Sunday return from weekend travel for late afternoon/early evening to allow for possible train delays. The curfew is in effect to facilitate academic progress and healthy rest for all students. Your key card will allow you to enter the dorm at all times, but a return after 2:00 AM on class nights, including Sunday night, will result in a meeting with the student conduct committee and possible sanctions. For further information please refer to the Rules and Regulations section in this handout and on our website.

LOST KEY CARDS

The Rössl in der Au dormitory will provide each student with a key card for their room. If you lose your key card, you can request a new card, but will be charged 8.00 Euros (about $9.00). You must return your key card at check-out. If you do not, you will be charged a fee for the replacement of the card.

ROOM DAMAGES

Students are required to complete a Room Damage Report during the first two days in Innsbruck. This form will protect a student from being charged for damages found in the student’s room upon arrival. If a student does not complete this form, s/he will be responsible for any damages found in the room during or after the program. If any damages occur during the program dates, the student will be charged on-site. If damages are found after departure of the student, the student’s transcript will not be released by UNO until the cost for the damage repair has been paid for by the student. If damage occurs in a double room, the cost for unclaimed damages will be split between both room residents. If a student does not pay for the damage repair, the program administration will notify the student’s home institution and the student will be subject to all applicable laws.
The ABC’s of the International Summer School in Innsbruck

ADMINISTRATION – PROGRAM OFFICES:
The main administrative office is located near your classrooms. In this office you can purchase course packets for your classes, drop/add classes at the designated times, sign up for special excursions and events, and conduct other business. Staff members will be available during posted office hours to assist you.

BULLETIN BOARD AND MONITOR:
A bulletin board as well as a monitor are located in the lobby of dormitory. Daily and weekly schedules, cultural events, rules and regulations, and other important information notices are posted for you here. It is very important that you check the board and monitor for the latest announcements. We will also post updates and info on our Facebook page, the 2017 Facebook group, and other social media sites. So make sure you ‘Like’ our page, join the group and follow us on Instagram. However, official program and academic information will be emailed to you so remember to check your email regularly for such updates.

CAR RENTAL:
We DO NOT advise car rental for students. Driving customs are different in Europe and accidents are usually serious. The public transportation available (buses, trams, trains) is convenient, easy and reliable. Most of our students have some sort of rail pass and therefore should have no need to rent a car. Nonetheless, please be advised that the use of an automobile on the Austrian interstate (Autobahn) requires a special tag, called a VIGNETTE. The tags can be purchased for 10 days, 2 months or a year. A 10 day tag costs approx. 10 Euro. Large fines are imposed on those caught traveling the Autobahn without this permit. You will also need to have a valid international driver’s license, which can be purchased at any AAA office.

The University of New Orleans Division of International Education assumes no responsibility for injuries or mishaps of any kind incurred while using a rental car or vehicle in Innsbruck and its environs, or while using a rental car or vehicle in Europe in general. Students assume all risk incidental to the use of any rental vehicle.

CLASS ATTENDANCE:
Class attendance is mandatory. Due to the very intense and fast-moving nature of this program, NO unexcused absence is permitted. For each unexcused absence, your final grade in the course will be reduced one letter grade (e.g., if your final grade in the course is an A, then your adjusted grade in the course will be a B). For each subsequent absence, your final course grade will be reduced an additional letter grade. An excused absence for medical or other legitimate reasons can be obtained from the program nurse or the program administration. To request an excused absence for medical reasons, you have to see the nurse BEFORE the start of your class. Timely arrival to class is also required; repeated tardiness will have an effect on your grade. Sleeping is not permitted in class and it will be treated as an absence. Repeated violations of class or university/program policies may result in ejection from class and/or the program.

We feel that this attendance policy is justified for a program of the intensity, brevity, and academic integrity of The International Summer School. We have recognized the attraction of travel opportunities in Europe by scheduling long free weekends. In return, we require that students attend classes.

CLUB INNSBRUCK:
Staying in Innsbruck for six weeks, you automatically become a member of CLUB INNSBRUCK. In the information packet, which you will receive upon your arrival, you will find your personal CLUB INNSBRUCK membership card. It will entitle you to participate in some free programs and receive discounts to some attractions through the Innsbruck Tourist Office.

CONDUCT: See “Rules and Regulations”

CULTURAL DIFFERENCES:
You are about to be a guest in countries which are in many ways quite different from your own. They all have unique cultures which have evolved out of a rich past. Before you go, it is an excellent idea to familiarize yourself with the history and culture of the countries you plan to visit. Find out something about their current social and political issues, and take the time to learn the most important words of their language, “please” and “thank you”. In German speaking countries, BITTE (pronounced BIT-uh) means both “please” and “you’re welcome”; DANKE (DAHNK-uh) means “thank you.”

Some field trips take students to sites of historical interest, especially those related to Austria and Germany’s role in World War II. Please be respectful when visiting these places. Certain jokes, comments, and gestures will be considered offensive and, in some cases, are even illegal. Also, please dress appropriately and check with your professor for specific recommendations. Please remember that you not only represent yourself, your university, and the program at this time, but also the United States.

It is important to note that some Austrian laws and customs differ from those of the US. For instance, Innsbruck has a law called NACHTRUHE, which translates to “Quiet Hours.” NACHTRUHE begins at 10pm, at which time no loud noise is permitted anywhere in the city (including the Rössl). This practical law was established to preserve the peaceful atmosphere of this small historical city. PLEASE remember this important law.

When in a restaurant, it is not unusual to share a table with strangers. Do not be surprised if a local asks to join your table if there are seats available. In addition, it is acceptable for you to ask to sit with locals if no other tables are available. When ordering water, remember that it will be carbonated bottled water unless you ask for STILLES WASSER. All bottled water costs extra. Tap water is usually not served. Don’t be surprised when your drinks are served without ice. It is not customary to ice drinks in Europe. Beverages are served chill. After dinner, when paying your check, don’t be surprised if your total looks like this: 80,00 or 80,-. In numbers, Austrians use a comma where we use a decimal point, a decimal point where we use a comma.
At the market or grocery, you should bring your own bags. Austrians are environmentally conscious and excess waste is frowned upon. Bags are available at the store, but you are charged for each one you use. The best way to transport your purchases is to pack them in your backpack or large purse. Another important fact about open markets: Do not feel fruits and vegetables for ripeness--ask the clerk for assistance when you are ready to choose produce. This is sometimes true for other Austrian businesses, so always ask the clerk for assistance when in doubt.

Please respect the customs and laws of your hosts.

CULTURAL EVENTS:
There are wonderful opportunities in Innsbruck to attend concerts, visit local festivals, see movies and plays, or enjoy special events like a circus or other cultural events. Information on many of the events scheduled for July and August will be included in your orientation packets, and we will post other opportunities on the UNO-Innsbruck International Summer School bulletin board, monitor and in the 2017 Facebook group.

A free mobile application and mobile website can be downloaded to your phone from the Innsbruck Tourist Office. Both have calendars of events that are easily accessible.

CUSTOMS:
When returning home, keep in mind that U.S. Customs requires you to declare all purchases acquired abroad. Therefore, be sure to keep the receipts for all the major items you buy. For a more detailed description of what you can and cannot bring back and what it might cost you, get a copy of the U.S. Customs publication "Know Before You Go" or go to the website: http://www.cbp.gov/travel/international-visitors/know-before-you-go

DEPARTURE:
The Summer School administration provides shuttle busses from Innsbruck to the Munich Airport for departure on August 11 at 4:00 am. All program participants can take advantage of this transportation to the airport. Students NOT taking this shuttle must inform the dorm administration of their departure plans. Check out must be complete by 12:00 noon, regardless of departure plans.

DISABILITIES, Students with:
The University of New Orleans is committed to providing an environment where all students have the opportunity to equally participate in the academic experience, including students with disabilities. Students with disabilities have rights as determined by federal and state laws which require institutions to provide reasonable accommodations for the student's disability in order to afford an equal opportunity to participate in UNO's programs, courses, and activities. Persons requiring disability-related accommodations must notify the program administration immediately so that their needs may be properly assessed and reasonably accommodated. Documentation for disability-related accommodations must be submitted to the program administration prior to departure.

ELECTRICAL APPLIANCES:
American appliances such as hair dryers, radios, etc. operate on 110 volts. Since European voltage is 220, these items require wall-plug adapters and voltage converters. We suggest that you leave such electrical appliances at home, but if you must bring a few, both wall plugs and converters are available at Walmart, Target, Radio Shack and most luggage stores. Converters tend to be large, bulky, and heavy. If you plan on bringing a laptop, all you need is a plug adapter. The voltage converter is built into your cable (the small box). Wi-Fi access is available in your room at the dorm but we recommend you bring an Ethernet cable and, if needed, an Ethernet adapter for iPads or tablets.

EURAIL PASSES:
Traveling through Europe is made both easy and economical by a fantastic railway system. Trains are a great way to get you where you want to go, to see extraordinary scenery, and to meet people. Second class compartments are likely to be perfect for your needs. If you plan to travel extensively, a Eurail Pass is a real convenience and a good investment. It will provide you with extensive travel opportunities throughout Europe, as well as free passage on many ferries between countries. We recommend the Global Youth Flexi Pass for 10 or 15 travel days within two months. It is not valid, however, in Great Britain and some other countries. You will still need to pay a supplement for many express trains, and also for reservations, which are definitely recommended and sometimes required on long-distance trains in the summer, the busiest travel season in Europe. If you do not get a seat reservation, you may end up having to sit on the floor in the very narrow aisles. Night trains are a good way to cover longer distances and they even offer a viable alternative to sitting up all night: COUCHETTES (pronounced koo-SHETS). For an extra fee, you can reserve such a couchette, which is a sleeping bunk and is well worth the investment! One word of caution, though, when spending the night on trains: keep the door of your compartment locked and your valuables on you while you sleep; unwary tourists have been known to have their possessions stolen on night trains (though this is not a common occurrence). The train conductor might ask you to turn in your passport if you cross a border during the night. That is common practice, but be sure to give your passport only to an official representative of the rail system you are using. They should be wearing a uniform and an ID. It is okay to ask for the ID if you do not see it.

For more information on Eurail Passes please visit our website at http://inst.uno.edu/austria/forms/EuRail_Passes.pdf. We will also hold a Travel and Safety Orientation in Innsbruck during the first week of the program.

FOOD and RESTAURANTS:
Breakfast: A generous breakfast buffet is served in the Rössl on class days from 7:00 - 10:00 a.m.
Lunch: According to local Austrian custom, the main meal of the day is lunch. Lunch on class days is served at the student cafeteria, the Mensa. Upon your arrival in Innsbruck you will receive a check-in package containing, among other hand-outs, your meal tickets that are valid at the Mensa. The full lunch includes: soup, a main course you select from several options, a salad from the salad bar, desert or fruit, and a beverage. There are usually several vegetarian options. The Mensa serves lunch from 11:00 a.m. until 1:30 p.m. Lunch is operated cafeteria-style, self-serve. Mensa tickets can also be used for a quick sandwich/salad selection in the "Ubichat" Café in the classroom building. The Mensa does not serve food on weekends. The Mensa staff welcomes feedback. If you have any complaints or suggestions, please note them on the feedback cards provided, or talk to a Mensa representative or the program administration.

Please safeguard your meal tickets. They are like cash and cannot be replaced if lost!
Dinner:  
You will need to provide for your own dinner. One of the pleasures of exploring a new country is sampling the local cuisine. One way to be assured of a good, solid meal at a relatively low price is to order what is called the “Menu.” This is not the menu listing all of the dishes to choose from, but rather a set, usually 3-course lunch or dinner served at a fixed price. It is generally cheaper than ordering a la carte and quite good, fresh, and quick. An alternative to restaurants is to buy bread, cheese, fruit, etc. at local markets and enjoy an open-air picnic. There is so much native culture and flavor to be found in local shopping markets and several markets offer fresh produce, wonderful breads, cheeses, sausages, and more. The dormitory will also have a student kitchen available, which we encourage you to take advantage of this summer. It will help you save money!

Tipping:  
Tips are included in the price of your meal and drinks. In Austria it is customary to give small tips for services like taxis, hotel or restaurant services. But prices in restaurants usually include a 12% service charge. Therefore you would not tip as extensively as in the U.S. Locals usually round up the sum they have to pay in restaurants. For instance, if a drink costs €2.30, most Austrians would round up to €2.50. If the total amounts to €18.75, then give the waiter €20.00, thus tipping €1.25. Tips are not left at the table, but are added to the bill at time of payment, when the waiter or waitress often confirms your selections verbally and collects your money on the spot.

INNSBRUCK CARD:  
The Tourist Office of Innsbruck sells a card which provides all-inclusive access to public transportation, museums and historical exhibits. These cards can be purchased for 24, 48 or 72 hours and provide substantial savings over the cost of individual rides and admissions. We suggest you plan to spend a day or two exploring Innsbruck with the aid of this special pass. For more information see:  
http://www.innsbruck.info

LAUNDRY:  
There are several coin operated laundry services in Innsbruck. Early mornings, late evenings and weekends are the best times to do your wash. BubblePoint is a great and convenient laundromat. The less time-consuming but more expensive alternative is to have your laundry done by the nearby laundry service, Delleman. Be advised, however, that Delleman requires a week long wait to retrieve clothes for anyone who does not have a claim ticket. Don’t lose your ticket!

LINENS, BLANKETS, AND PILLOWS:  
The Rössl will provide these for you. Please be advised that pillows may be feather and down. If you are allergic, you should bring your own pillow or buy one upon arrival. Hand and bath towels are also provided and changed twice a week. The bath towel provided is rather small, so you may want to bring your own or buy one in Innsbruck. If you plan to visit any beaches, you should bring a beach towel. When traveling, it is always wise to carry a towel, washcloth and soap with you, as these are often not provided in European economy hotels and hostels.

LODGINGS:  
As for finding a room in a European city, you have several options. At the top of the price range are hotels, which are rather expensive, especially in Northern Europe. PENSIONEN (Bed & Breakfast) offer an affordable yet pleasant alternative. Typically smaller and less expensive than hotels, they are often nicer and more personal. They do not always have private bathrooms in every room, but rather a common one in each hall. A continental breakfast consisting of rolls, butter, jam, coffee or tea is usually included in the price of the room. Those on an even tighter budget will probably find hostels to be ideal. They offer inexpensive accommodations and an opportunity to meet people from all over the globe. Generally, rural hostels tend to be nicer than those in the heart of a big city. The majority of lodgers are between the ages of 17 and 25, but many hostels accept people of any age. To stay in some hostels you may need an International Youth Hostel Federation (IYHF) membership card. See the website for Hostelling International USA www.hiusa.org.

There are, however, some disadvantages to staying in hostels. In addition to a possible curfew, many hostels impose a daytime "lock out," which means you cannot come back and take an afternoon rest as you could in a pension or hotel. You might also have to take your bags with you throughout your day's activities since many hostels don't have the storage space for luggage. There is often little privacy and the rooms are generally segregated by gender. In Britain and Ireland, minor chores are commonly included in the price of a night's stay. So, as with most bargains, hostels have their drawbacks.

If you have visitors in Innsbruck, keep in mind that they CANNOT stay in the dorm with you. Here are some recommended hotels in Innsbruck for your guests:

**Category**: Hotel Innsbruck: [www.hotelinnsbruck.com](http://www.hotelinnsbruck.com)
**Category**: Hotel Basic: [www.basic-hotel.at/innsbruck/hotel](http://www.basic-hotel.at/innsbruck/hotel)
- Hotel Grauer Bär: [www.grauer-baeer.com](http://www.grauer-baeer.com)
- Austria Trend Hotel: [www.austria-trend.at/Hotel-Congress-Innsbruck](http://www.austria-trend.at/Hotel-Congress-Innsbruck)
- Hotel Weisses Kreuz: [www.weisseskreuz.at](http://www.weisseskreuz.at)
- Hotel Zach: [www.hotel-zach.at](http://www.hotel-zach.at)
- **Category**: Gasthof Innbrücke: [www.gasthofinnbruecke.at](http://www.gasthofinnbruecke.at)

For a full listing of all Innsbruck Hotels please see the website of the Innsbruck Tourist Office at [www.innsbruck.info](http://www.innsbruck.info)

MAIL & SHIPPING LUGGAGE:  
You can receive mail at the Rössl using the address on the first page of this Guide. Mail is put out each afternoon on the front counter of the dormitory. To send mail, you can either purchase stamps at a news stand or at the post offices around Innsbruck.

We DO NOT recommend that students ship their luggage to Innsbruck. The dormitory will NOT accept luggage with customs or shipping charges.  
We advise all students to bring their luggage with them to avoid any problems with European Customs officials. We have had many instances where luggage was seized and inspected by Customs officials and not released until the fees were paid. If you have to send it ahead, use FedEx or a similar international mail service. Plan to have it arrive on or after June 30th and please label all bags and packages clearly with “UNO-Innsbruck Summer School” along with your name and address.
**MEDICAL FACILITIES:**
The International Summer School hires a program nurse who will maintain regular office hours in the Rössl on all class days. She can care for minor ailments. The nurse cannot administer shots of any kind nor can she dispense medications. More serious illnesses are directed to a local English-speaking doctor. Emergency situations are referred to the Innsbruck Hospital, which is a world class medical facility located near the Rössl. The local doctors and hospitals do not file insurance claims. Payment (cash or credit card) is due at the time of service. The Study Abroad insurance we provide through T.W. Lord (included in the program cost) may reimburse you for part of the cost, but you will have to pay the doctor or hospital first, and then file a claim with T.W. Lord upon return to the U.S. Austrian health services are socialized, but non-Austrian citizens will have to pay for medical services in Austria. However, you can be assured of excellent medical attention in Innsbruck at a reasonable cost.

**Do not forget:** Bring all prescription medicines you need with you (pack them in your carry-on!) and have enough supplies to last for your entire stay! You may have to request a vacation override from your insurance to fill more than your regular prescription amount.

**You will not be able to get prescription medication in Austria with a U.S. prescription.**

Also, some medications cannot be sent to Austria and will be confiscated at customs.

Our program nurse further suggests bringing the following U.S. drugstore items: cough syrup, headache and general pain medication, cold and flu medications, multivitamins, Band-Aids, Imodium, antacid tablets, analgesics, nasal decongestants and sinus medications, antibiotic cream. Also, talk to your family doctor about bringing a broad-spectrum antibiotic. Other travel health tips are included at the end of this guide and on our website at [http://inst.uno.edu/austria/pages/healthandsafety.cfm](http://inst.uno.edu/austria/pages/healthandsafety.cfm).

**MEDICAL INSURANCE:**
All UNO-Innsbruck students and faculty are covered by the University of New Orleans Study Abroad Insurance Plan as part of the program. This is a comprehensive medical/accident insurance policy and covers you during the program dates, i.e. from June 30th (when the group departs) through August 11th. You can extend the policy for travel related to the Innsbruck trip before or after the official dates of the program by contacting T.W. Lord and Associates at 1-800-633-2360. Please refer to the brochure entitled UNO Study Abroad Insurance Plan which will be sent to you and is also available on our website at [http://inst.uno.edu/insurance.cfm](http://inst.uno.edu/insurance.cfm). You should also confirm that your major medical policy in the U.S. will cover you abroad.

**MEDICAL RESPONSIBILITY:**
As a student you should be aware that there are certain risks inherent in international travel and that the University of New Orleans, as a State of Louisiana educational institution, cannot assume responsibility for any of your activities while traveling. You should also be aware of your personal medical needs and consult with a medical doctor before your departure regarding any personal needs while abroad. Also, **you must submit the "Medical History Form" to the International Summer School Office and update it if changes occur.** Full disclosure of all medical history is required on this form. Failure to disclose any information may result in termination from the program. You also need to submit your Immunization Compliance Form prior to departure.

**MONEY:**
One very important item of consideration when planning your trip is money. Carrying around a lot of cash is risky. The best method to get local currency is through ATM machines. These offer the best rate of exchange and can be accessed twenty-four hours a day. Apply for an ATM/debit card now if you do not have one. It is important that your card has the Cirrus or Pulse logo or both on the reverse of the card. These are the international networks for ATM machines. Remember that most banks in Europe are closed on weekends, so plan ahead to avoid problems if you need to exchange money. Credit cards are widely accepted, but we recommend bringing a Visa or MC. AMEX is not accepted everywhere and Discover is virtually unknown in Europe. You should inform your bank that you will be traveling in Europe and that you will have foreign currency transactions on your ATM and credit cards. If you have any questions please do not hesitate to contact the UNO-Innsbruck Office.

Consider bringing 50.00 – 100.00 Euro in cash with you from the U.S. so you will have some funds available upon arrival.

Although it fluctuates daily, the current rate of exchange is approximately 0.92 Euro to the U.S. Dollar as of 3/27/17. Banks are usually open between 7:30am - 12:00 pm and from 2:00-4:15 pm. They close early on Fridays and are closed on Saturdays and Sundays. It is also possible to change money in most hotels and train stations, but since the charges are exceptionally high, we don't recommend it.

Exchange as much cash as you feel safe carrying around and no more. Don't withdraw more of a country's currency than necessary because when you cross a border and need to transfer your money into another currency, you will lose money on the extra exchange. Most countries are using the Euro now, but Switzerland, England, Hungary, the Czech Republic, Croatia and some other countries do NOT use the Euro. The safest way to carry your money and valuables is to wear them in a money belt worn around your neck and under your shirt. These can usually be purchased at any good camping or luggage store. In case of a financial emergency, a credit card can be very helpful. With a Visa or MasterCard you can get an instant cash advance from most banks throughout Europe that accepts your card, and American Express will honor personal checks up to $1,000 for its cardholders. If by chance you need to have money wired from home, the best way to do this is to have someone in the United States wire it through Western Union or a major bank that has a local office in the country you're in. This process can be both complex and expensive, so do your best to avoid it. Plan your spending wisely!

**How much?**
All students seem to have a different idea of what Europe will cost and what they intend to spend during their stay there. The best rule of thumb is to budget as much as you can possibly afford. You will have a much better time if you don't have to worry about every purchase. Take enough to cover your anticipated expenses and then a little extra. $400 to $500 per week is the suggested amount to cover evening and weekend meals, travel, and other personal expenses.

For some guidelines on how much spending money you may need, begin by calculating what you will already have paid for before you depart and what you will have to pay for once you arrive. If you are going over early on your own, then you will need to consider transportation (do you have a rail pass?), food and lodging during the period prior to your arrival in Innsbruck. If you plan to travel on the weekends, you will have to consider travel costs of food, and lodging. If you intend to remain in Innsbruck during weekends, then your expenses will be considerably less. Consider the cost of evening meals during the week and the costs of souvenirs, taxi and bus fares, etc. By planning in advance you will be better prepared for your trip. Spend your money wisely but don't forget to have a good time!
Budget yourself:
Ask yourself how much you have already paid, what is included in what you have paid, and what else you will need to pay for once you arrive in Europe. Some items to include in your budget are:

1.) Food for the evenings and weekends
2.) Personal travel on weekends
3.) Transportation (especially if you don't have a Eurail Pass)
4.) Laundry
5.) Personal items
6.) Recreation
7.) Independent travel before or after the program
8.) Gifts and souvenirs

MUSICAL INSTRUMENTS:
If you have one, bring it (within reason). Our students play a lot of good music and we look forward to hearing it every year.

PACKING:

What to bring?
Our best advice is to travel as lightly as possible. If in doubt, leave it out! Too many clothes and too much equipment quickly become an unwanted burden. Airlines generally allow one carry-on and one piece of checked luggage for free on trans-Atlantic flights, but there are weight restrictions. And remember, you will bring home more than you take with you, so leave room in your suitcase for all those souvenirs.

Most importantly, bring your passport and ATM card. You can survive with these things even if you lose everything else. Carry these securely on or close to your body! You are allowed a small piece of luggage as a carry-on. You should pack any valuables, your camera, medications, a hand towel, toiletries, and 1-2 changes of clothing (very important if your checked luggage gets delayed!). Remember to keep the size of your toiletries to a minimum. Purchase travel/sample size personal items, which can be found at most drug stores, to take on weekend trips. Check the web site of the Transportation Security Administration (TSA) : [www.tsa.gov/traveler-information](http://www.tsa.gov/traveler-information)

Since the weather in Innsbruck ranges from hot sunny days to cold rainy days, we recommend that you consider packing these items:

<table>
<thead>
<tr>
<th>Clothes</th>
<th>Other Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 sweaters</td>
<td>Band-Aids</td>
</tr>
<tr>
<td>1 light jacket, poncho or windbreaker (NOT a heavy coat)</td>
<td>any prescription or over the counter drugs you take regularly</td>
</tr>
<tr>
<td>2-3 pairs of jeans/slacks</td>
<td>sunglasses</td>
</tr>
<tr>
<td>3-4 pairs of shorts/skirts</td>
<td>sunscreen (the sun can be intense at high altitudes!)</td>
</tr>
<tr>
<td>1-2 dress shirts</td>
<td>1 large bath towel, washcloth</td>
</tr>
<tr>
<td>4-5 casual shirts</td>
<td>a compact umbrella</td>
</tr>
<tr>
<td>1-2 long-sleeved shirts</td>
<td>alarm clock (battery-operated)</td>
</tr>
<tr>
<td>1 pair of dress shoes</td>
<td>Ziploc bags (great for transporting toiletries, food, foreign currencies, wet clothes)</td>
</tr>
<tr>
<td>1 pair of sturdy, but comfortable shoes for walking/hiking</td>
<td>Adapter</td>
</tr>
<tr>
<td>1 pair of sandals/flip-flops</td>
<td>Ethernet Cable and Ethernet adapter for iPad or tablet</td>
</tr>
<tr>
<td>1 swimsuit</td>
<td>Textbooks and school supplies/notepads– we advise all students to purchase these prior to leaving the U.S.</td>
</tr>
</tbody>
</table>
| socks (hikers should bring thin cotton socks to cover with thick ones) | **For women:**
| underwear/belt(s)                            | 1 dress for special occasions (not formal) or a nice skirt and blouse |
|                                               | 1-2 casual dresses or skirts                     |

*REMEMBER:
Many historic churches and chapels will not allow entry with bare arms and legs. Bring a blouse or dress with sleeves and a scarf, which you can use on your shoulders or head if needed to enter a chapel. This is especially true in Italy, particularly Venice. Cotton knits and washable silks are perfect for travel; they pack and hand wash well.

**For men:**
1 sports coat with tie, shirt, and slacks for special occasions such as Opening Ceremony, the opera, theater, casinos and nice dinners. After a few weeks of travel in T-shirts and jeans, it’s a treat to indulge in a nice evening, so plan for it!

PASSPORTS:
Passports are required of all students. You should now have a valid passport. If you do not, then you should apply immediately! It can be obtained at any passport agency, some US post offices, or many state or federal courts. Go to [http://travel.state.gov/content/passports/en/passports.html](http://travel.state.gov/content/passports/en/passports.html) for locations, information and to download forms. You will need to bring proof of your US citizenship (birth certificate or naturalization papers), identification (driver's license or your old passport), passport photos, and $135.00. If you just need to renew your passport, it will only cost $110.00. Most passport offices now require an appointment for passport application. Since processing an application can take several weeks, it is important that you take care of this right away! Expedited service carries an extra charge, so don’t put off getting your passport.
Losing your passport while in Europe can be a major problem. Not only is it difficult to replace, but you will not be able to cross borders until you have a new one. In the event you do lose your passport, you should notify The International Summer School office and the nearest US embassy. To make the reissuing process much easier, photocopy the page showing your passport number, picture, and place of issue, and keep it separate from your passport. Leave a copy with someone at home as well. Don’t forget that you also need to upload a copy of your passport on the Innsbruck Summer School website: [http://inst.uno.edu/austria/pages/forms.cfm](http://inst.uno.edu/austria/pages/forms.cfm)

Students should store their passport in the safe in their dorm room when in Innsbruck and take their passports with them for class field trips and when traveling on the weekend. Some hotels and hostels will require you to leave your passport at the front desk during your stay. This is customary, and your passport will be returned to you when you check out. Your passport is often taken from you when you cross borders in a sleeping car (COUCHETTE) on the train and will be returned to you before you reach your destination. This is a normal procedure on many trains and nothing to worry about, just make sure you give your passport only to the conductor or other train official who asks for it.

**Visas:** Most European countries do not require visas for visitors from the U.S., but it is best to check before you depart on your trip to a country other than Austria. All students who are not US citizens are responsible for obtaining the appropriate visas if necessary. Contact your country’s consulate or the Austrian Embassy for more info on visa requirements.

**PHONES:**
For safety considerations, it is absolutely necessary that you have a working cell phone while in Innsbruck and travelling on the weekends. You must let the program administration know how you can be reached in Europe, no later than check-in in Innsbruck on July 1. You are responsible for keeping your phone charged and in working order while travelling. Wi-fi connections are good in Innsbruck, but unreliable when travelling. Therefore, just relying on being able to use your U.S. phone in airplane mode is not an option!

We recommend the following phone options:

1. **International Plan on your current phone** – please contact your provider.
2. **Unlock your current phone and purchase an Austrian SIM card** (€10). Contact your provider to request to have your phone unlocked no later than a week before your departure.

While these first two options are preferred and recommended, there is also the possibility to buy an Austrian cell phone and a short-term “pre-paid” plan from T-Mobile Austria. The cost will depend on the phone available, starting around €20 (approximately $22.00). This is not a smart phone and you must continue to add credit, especially for use outside of Austria.

**PUBLIC TRANSPORTATION:**
Public transportation in Innsbruck, as in most of Europe, is excellent. We encourage you to take advantage of it. If you use local city busses or street cars, you can purchase tickets on the bus or tram, and you won’t have to bring along exact change. It is, however, advisable to pay with smaller bills (2, 5, or 10 Euro). A one-way bus ride in Innsbruck to Igls costs approximately 2 Euro. However, if you plan to use the public transportation system more frequently, you can also buy a VIERERKARTE (ticket for four rides), a 24-hour ticket, or weekly or monthly passes, all which cut costs significantly. These can be purchased at newsstands around town. There is such a stand conveniently located at the street corner by the University Library on Innrain Street, a couple of blocks from the Rössl dorm.

_The University of New Orleans Division of International Education assumes no responsibility for injuries or mishaps of any kind incurred on public transportation in Innsbruck and its environs, or on public transportation in Europe in general._

_Students assume all risk incidental to the use of public transportation._

**RULES & REGULATIONS:**
A complete list of the Rules & Regulations for the Innsbruck Summer School program can be found on our website at: [http://inst.uno.edu/austria/pages/forms.cfm](http://inst.uno.edu/austria/pages/forms.cfm). You will also receive a print-out of this upon arrival in Innsbruck.

As a participant on the program, you will be expected to comply with these rules and regulations. They govern a set of citizenship standards: living together in harmony in the dormitory, respecting your dormitory neighbors and the citizens of Innsbruck, avoidance of drunkenness, disorderly conduct, drugs, dishonesty, criminal acts, academic cheating, damaging property, etc. As a student on the program you are also governed by the University of New Orleans policy and procedures regarding students as indicated in the "Student Code of Conduct" of the University of New Orleans. The UNO Student Code of Conduct can be found at: [www.uno.edu/student-affairs-enrollment-management/](http://www.uno.edu/student-affairs-enrollment-management/) and a copy can be furnished upon request.

In keeping with the expectation of responsible citizenship by all participants in The International Summer School, the University of New Orleans and the UNO-Innsbruck International Summer School do not permit:

- Drunkenness or disorderly conduct on any occasion, either in public or in the dormitory
- Curfew violations (2:00 am curfew on school nights)
- Guests in dormitory
- Alcohol and drugs in the dormitory or on any program-sponsored excursions and events
- Dishonesty in any form (including cheating)
- Illegal use, sale or furnishing of drugs or possession of drug paraphernalia
- Possession of firearms or other weapons, ammunition, explosives or fireworks
- Failure to comply with the official regulations or orders of a duly designated authority
- Disregard for the physical well-being, rights and property of others
- Forgery, alteration or misuse of university documents, records or identification cards
- Smoking, flammables, candles, incense or any flames in the dormitory
- Behavior which poses a clear and present threat to anyone
- Sexual misconduct and harassment, according to Title IX and other applicable laws

_Sanctions_ for disciplinary infractions include, but are not limited to: Warning, early curfew on weekdays, early curfew on weekends, notification of home institution, expulsion from the program and the dormitory.
This is an excerpt from the Student Agreement and Liability Waiver for International Programs, which you signed as part of your program application:

“I understand that during free time within the period of the program as well as before and/or after the period of the program I may elect to travel independently at my own expense. I agree that neither the University of New Orleans nor its agents or employees are responsible for me while I am traveling independently during such free time. I understand that such travel time will be unsupervised by the University, its agents, or employees. I also understand that I will be traveling during the program by various modes of transportation including but not limited to plane, train, bus, boat, van, or car, and I release the University of New Orleans and its agents or employees from any responsibility for loss of property, injury or death during such travel. I further agree that, in the event I become detached from the group, fail to meet a departure time (bus, train, etc.), or I become sick or injured, I will bear all responsibility to seek out, contact, and reach the group at its next available destination; and, I understand that I shall bear all costs attendant to contacting and reaching the program group or program site. I further understand that there will be a mandatory dormitory curfew on the University of New Orleans International Summer School in Innsbruck, Austria. This curfew will be enforced from 2:00am – 6:00am on the nights preceding class and exam days only. Any student in violation of curfew will be subject to disciplinary action.”

SHOPS:
Most shops in Innsbruck are closed from Saturday at noon until Monday morning. Some grocery stores now remain open until 7:00 pm on Saturday. The grocery stores in the Innsbruck train station and in Old Town are open on Sundays. On weekdays, some stores still close for lunch. The bigger department stores in the city do not close at noon.

SPORTS:
Innsbruck is a hub of athletic activities and is an ideal location for swimming, jogging, golf, hiking, tennis, horseback riding, mountain biking, etc. If you participate in any of these sports, you should bring the appropriate gear--within reason (e.g. jogging shoes, hiking boots, and swimsuit).

The University of New Orleans’ Division of International Education does not endorse any sporting and related activities and assumes no responsibility for accidents or mishaps suffered by student participants. Students assume all risks incidental to any sporting or related activities. In addition, students should be aware that they assume all risk from engaging in so-called extreme sports, which may include, but are not limited to bungee jumping, canyoning, cliff diving, rafting, paragliding, skydiving, etc.

SAFETY & TRAVEL:
The University of New Orleans Division of International Education does not warrant or guarantee the accuracy or effectiveness of the following information. This information is presented only as suggestions for a safe trip and is intended generally to help students and their families in planning their international travel and education experiences.

I. Travel Advisories:
You should realize that anytime you travel abroad there is potential for danger due to crime, political unrest, unforeseen “Acts of God,” strikes that will delay your travel plans, etc. Therefore, we recommend that, if you have any concerns about traveling to a particular place, check the US Government Travel Advisory. This can be found on the Internet at: http://www.state.gov. You should also register with the Smart Traveler Enrollment Program (STEP): https://step.state.gov/step/

II. General Safety recommendations:
1. Familiarize yourself with the State Department’s travel site and recommendations: travel.state.gov
2. Make sure you have a working cell phone for your entire time abroad and share your number with the program administration.
3. Beware of becoming intoxicated and do not get involved in drugs.
4. Buddy system – stay together, travel in SMALL groups.
5. Be cautious when you meet new people and NEVER bring them into the dormitory or your accommodations while travelling on weekends.
7. Be aware of your surroundings: “If you see something suspicious, say something.”
8. Know the local emergency numbers: Always carry your UNO-Innsbruck ID!
9. Remain up-to-date on current events – at your destination and at home.
11. Report any unusual activity or suspicious persons to the UNO-Innsbruck Administration.
12. Be aware of the political situation wherever you are. Stay away from places that are experiencing political unrest.
13. Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States.
14. Avoid events with large crowds, such as concerts, sporting matches, or demonstrations of any sort.
15. Avoid the media and don’t feel like you have to comment or give an interview.

III. Safety recommendations while you are travelling on your own (The general recommendations are still in effect!):
1. Let program administrators and your family know where you are going.
2. Make sure your cell phone is working while you are travelling (charger, credit, not airplane mode).
3. Avoid events with large crowds, such as concerts, sporting matches, or demonstrations of any sort.
4. Keep your passport safe! Don’t keep all your travel documents and money in one place.
5. Inform yourself about the local U.S. embassies and consulates.
6. Don’t leave your bags or belongings unattended at any time.
7. Don’t let anyone give you anything to carry when traveling.
8. Have sufficient funds and/or a credit card on hand to purchase emergency items such as transportation tickets.
9. Don’t flash your money and be discreet when showing your passport.

These are just a few general rules you should be aware of. Most often, common sense will tell you what to do. Therefore, it is imperative that you avoid a situation in which common sense does not prevail--being intoxicated and using drugs.

Please note: A mandatory Travel and Safety Orientation will be held in Innsbruck during the first week of the program.
IV. Suggested Guidelines to Ensure a Safe Trip:

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants Should:
1.) Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
2.) Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
3.) Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
4.) Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
5.) Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
6.) Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
7.) Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
8.) Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health and safety concerns to the program staff or other appropriate individuals before and/or during the program.
9.) Accept responsibility for their own decisions and actions.
10.) Obey host-country laws
11.) Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
12.) Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
13.) Follow the program policies for keeping program staff informed of their whereabouts and well-being.
14.) Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas:

Parents/guardians/families should:
1.) Be informed about and involved in the decision of the participant to enroll in a particular program.
2.) Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
3.) Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
4.) Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
5.) Be responsive to requests from the program sponsor for information regarding the participant.
6.) Keep in touch with the participant.
7.) Be aware that the participant rather than the program administration may most appropriately provide some information.

RESOURCES:
We recommend the following web sites for more information on travel, safety, interest, etc.:

1.) UNO Division of International Education - http://inst.uno.edu/
2.) US Government Travel Advisory - https://step.state.gov/step/
3.) Students Abroad Site by the US State Department: https://travel.state.gov/content/studentsabroad/en.html
5.) Austrian National Tourist Office - http://www.austria-tourism.at/
6.) US Embassy in Vienna, Austria: https://at.usembassy.gov/
7.) City of Innsbruck Tourist Office - http://www.innsbruck.at/
8.) University of Innsbruck - http://www.uiibk.ac.at/index-en.html
9.) Duolingo - https://www.duolingo.com/course/de/en/Learn-German-Online
10.) Diversity Abroad - http://www.diversityabroad.com/students
11.) Managing Stress and Enhancing your Experience Abroad (Resource by the U of Michigan): http://resilient-traveling.umich.edu/

Travel Books:
A few recommended travel guides: Let’s Go: Europe, Rough Guides, Rick Steves Guides to Europe, Lonely Planet, Insight City Guides

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