Due to the ongoing global health crisis, the State University of New York Office of Global Affairs (SUNY OGA) has developed a study abroad reopening plan which establishes criteria by which programs are evaluated in order to safely resume. The approved criteria is used by SBU and SUNY to monitor each program.

Due to the fluid nature surrounding COVID-19, the guidelines may be updated/changed at any time as it is likely that new information will be received by the IAP office either from SUNY or our partner universities. These guidelines apply to ALL participants.

STUDENTS GUIDELINES FOR PARTNER UNIVERSITY PROGRAMS

Pre-program Planning:
In order to plan for a successful study abroad experience, students should understand that they will likely encounter more unexpected changes now than what may have been expected in the past. A greater level of independence, a heightened level of awareness and flexibility will be necessary while planning and throughout their study abroad experience. Examples of important changes could be new health entry requirements by the host countries. Other changes might be related to quarantining, housing and academic policies.

The IAP office has connected with our partner university colleagues to obtain resources, and serves as a point of contact to direct students to those resources. Students are expected to thoroughly read and continuously reference the resources provided to remain informed about policies that will affect them and to maintain compliance if and when necessary.

IAP strongly recommends students discuss their study abroad plans as well as share this following guide with their parents/guardian and or emergency contact(s).

1. Risk and Liability information.
   a. Students are strongly encouraged to take the SUNY Risk Self Assessment survey so that they are aware of their own risk tolerance during the application process in SBUAbroad.
   b. Students are encouraged to meet with their program coordinator to discuss findings of the survey.
   c. All students participating in a partner university program must sign the SUNY Acknowledgement Form and other COVID-19 related documentation which addresses SUNY liability information. These documents are available for review in SBUAbroad.
   d. Students are required to participate in IAP’s pre-departure orientation.

2. Students should book their own flight tickets based on the arrival guides of the host university. At the appropriate time, students should reach out to their IAP advisor prior to finalizing the purchase of their flight ticket. Students should purchase changeable or refundable flight tickets as well as understand the conditions and financial responsibility involved with changing/canceling flight tickets. SUNY may cancel programs based on fluctuating CDC levels and analysis of local conditions.
   a. Students should have contingency funds planned as part of their overall program budget. Examples include funds for testing, a separate quarantine room/location if necessary, or unexpected travel occurrences.
3. In the event a student is not able to travel as planned (for example in case of a positive COVID-19 test result), they should contact both their IAP coordinator and their host institution.
   a. The IAP coordinator can assist in discussing late arrival and/or withdrawal from the program if necessary.

4. Students must research COVID-19 testing requirements relevant to airlines of choice, host country entry requirements, and host university protocols.
   a. IAP will share COVID-19 resources with students based on CDC information, and updated communication/resources from the host university.
   b. It is crucial for program participants to remain informed and actively comply with host university and host country guidelines and policies.
   c. Students must be aware that due to the fluid nature surrounding COVID-19 guidelines and policies may change often.

5. During the nomination process, IAP will continuously monitor the CDC and the State Department travel advisories. Final clearance may not be available until very close to the departure date and IAP may move students conditionally through the nomination and acceptance process while final approval is pending. Students are also encouraged to monitor the travel advisories as they search programs as well as through the application/admissions processes.
   a. Once a student is nominated and admitted by a partner university, they will begin to communicate directly with that unit in regards to pre-arrival and arrival guidelines. Students are expected to look out for communication from their host university and inform the IAP office of communication concerns with the host university so that the IAP coordinator can assist.
   b. Entry requirements, policies, and restrictions will be shared with students for the location relevant to their program.
   c. Students will be responsible for remaining informed on current health crisis conditions, restrictions, policies, guidelines set by host country and host university.

6. IAP will share SUNY international health and trip cancellation insurance information prior to departure to allow students to plan for any health or travel related situation. Once able to access the SUNY international health insurance portal, students can identify health facilities in-country based on their location and follow local protocols.
   a. Students should reference the materials shared by the host institution to locate COVID-19 testing facilities near their housing location.
   b. COVID-19 testing for travel-related purposes is not covered by this insurance unless specifically prescribed/requested by a licensed physician.
   c. Mental Health support is available to students through the SUNY insurance provider.
   d. Students are strongly encouraged to sign the health insurance release form (Personal Representative Appointment). This form enables SUNY/SBU to support students while abroad as it pertains to their health insurance coverage. Students are encouraged to complete this form in SBUAbroad.

7. Many of our partner university programs involve students finalizing their own housing arrangements. Detailed housing options/processes are shared with nominated students. It is important for students to prepare a clear plan and have funds available in case quarantine is necessary.
   a. Homestays will not be offered/utilized in situations where IAP has a housing agreement with the partner.
b. Students should reference the COVID-19 related materials shared to learn about what support might be available regarding arranging meals, and transportation to a medical facility or otherwise.

c. Students arranging housing through a host university should reference the COVID-19 related guidelines to become familiar with testing and quarantine requirements and support services. This information may be provided directly by the host university/housing department and if not, the students should request it.

d. Students arranging non university housing should research important support services and include in their quarantine plan.

e. Students should consider transportation during housing planning and when possible stay close to campus.

8. Students are expected to share their emergency contact with IAP via SBUAbroad and provide the approval for IAP to reach out in case of an emergency.

9. Students will be provided with SBU, SUNY and other documentation related to COVID-19 in the application process. Students are responsible for all information provided as it relates to program eligibility, participation and compliance.

**During Program Requirements:**

*While in their host country, students will need to follow guidelines set by both the host country and their host university. It is important to understand that breaking local COVID-19 policies may result in severe legal and financial consequences.*

1. Symptomatic student response
   a. If a student exhibits symptoms they are required to report the symptoms to the appropriate on-campus office to coordinate immediate testing and isolation from the campus or local community.
   b. Symptomatic students are required to follow host country and university guidelines.
   c. As per pre-departure planning, students should rely on their quarantine plan and update it as necessary for possible future use.

2. Student travel
   a. IAP expectation: Students should understand that increased movement between cities could increase contagion risk. IAP advises that students should use reasonable judgment in planning their free time.
   b. Students should follow their host city/country policies and host university guidelines in regards to travel restrictions imposed that may require quarantining which would affect students’ ability to attend classes.

3. Guidelines for cancelling program
   a. If the outbreak is country-wide and CDC warning escalates to Level 3, an early departure may be required.
   b. If a partner university cancels their in person teaching and moves to remote learning, the situation will be evaluated by SUNY and SBU on a case by case basis.

4. Personal Protective Equipment
   a. Students will be responsible for having their own appropriate PPE which meets health standards of the host country and university.
b. Students must comply with host country and university policies regarding mask wearing, social distancing, isolation, quarantining etc.

Post Program Requirements:
Students are responsible for arrangements for reentry (testing, quarantine, documentation etc.) which comply with their home country/state/campus requirements.
   a. Students are responsible for complying with [CDC travel requirements for reentry to the USA](https://www.cdc.gov/travel/)
   b. COVID-19 testing for travel-related purposes is not covered by this insurance unless specifically prescribed/requested by a licensed physician.

CONTINGENCY PLANS
Some of this information may have been mentioned in previous sections.
1. Per SUNY’s reopening plan guidance, only partner university programs with clear COVID-19 response plans addressing academic alternatives which would include a virtual/remote option to ensure students’ ability to successfully complete their program will be considered.
2. Students should have clear personal contingency plans and funds in place addressing housing, travel, food, and finances (refer to Pre-Program Planning section #2).
   a. Students are expected to purchase changeable flights and understand the financial responsibility involved with changing flight tickets. SUNY reserves the right to cancel programs based on local conditions.
      i. Students should determine the proximity of the nearest airport(s) if departure is required prior to the expected program end date.
   b. For programs where housing is included in the Stony Brook program fee, homestays will not be offered/utilized. Students who are arranging accommodation independently outside of their host university housing office are not recommended to arrange host family options.
   c. Students should be ready to adapt to any accommodation changes based on quarantine and local policies and guidelines.
   d. Students should have a clear plan for isolation options in case quarantine is required.
   e. Students should have a clear plan for support services in case of quarantine.
3. Local support
   a. While in-country, students are under the care of their host university.
      i. Students should identify support offices such as the international exchange office, and understand they would be their first point of contact in case of an emergency or to obtain up to date information.

PROGRAM FINANCES
Program specific budget sheets will be shared with students during the application process as well as detailed information regarding student’s financial responsibilities and liability. Students will have to sign their acknowledgment of these documents in SBUAbroad.
1. Financial Liability:
   a. As per SUNY international health insurance (1/12/2021) a medical provider’s note is required to receive COVID-19 testing refund. Students should plan their budget accordingly.
   b. Normal program withdrawal deadlines will be shared with program participants in SBUAbroad. Students can understand their financial liability by reviewing the Financial Acknowledgement Signature Document in SBUAbroad.
c. SUNY has required that SBU enroll all participants in trip cancellation insurance for COVID-19 related cancellation or interruption. Students will be guided on what documentation would be needed to submit a claim, though no refund is guaranteed.

d. Students arranging off campus housing not related to their host university should understand their housing agreement’s cancellation and refunds policy. IAP can try to advocate to support the student but it is possible that we may not be able to influence the outcome.

e. Students are advised to avoid pre-paying for services and excursions when possible as things can change and refunds may not be possible.

f. If a program is canceled or if students are required to return early, students may be responsible for any flight change fees or difference in fare.

**STUDENT COMMUNICATION**

We recognize the importance of stronger communication and transparency during these challenging times. We highly recommend for students to reach out to us with any questions and direct them if necessary to the appropriate resources during all phases from planning as well as upon return.

1. COVID-19 resources available on program pages and in the COVID-19 section of the IAP website.
2. The COVID-19 [Risk Self Assessment](#) tool is available on the IAP webpage.
3. IAP expects students to give approval to IAP to communicate with the students’ emergency contact and SUNY international health insurance provider (via the Personal Representative Appointment Form) as part of the application in [SBUAbroad](#). This allows SUNY and SBU to provide the best support to our students while abroad.
4. Pre-departure orientation is mandatory.
5. One on one sessions available with the IAP Coordinator and/or Program Director for every student and parent/guardian to discuss any program/concerns prior to departure.
6. IAP will communicate directly with students regarding any and all program updates. Only should an emergency arise (cancellation and/or departure mid-program related to COVID-19, and/or individual concerns related to health or safety of their student) will IAP contact a student’s disclosed Emergency Contacts ([SBUAbroad](#) form) to inform and/or request assistance. IAP must comply with FERPA and HIPAA policies and will not disclose any information related to participants.

**International Academic Programs**

Melville Library, Room E-1340  
Stony Brook, NY 11794 - 3397  
Email us at: studyabroad@stonybrook.edu  
Phone: (631) 632-7030

In the case of an emergency abroad, students should first contact local emergency personnel and their host university emergency line. Additionally, students and their support people may call Stony Brook University Police at (631)632-3333 who will provide further guidance and communication with IAP.