

*Pre-
Departure
Guide*

CEA & LSU
Design Paris



*Paris, France
Fall 2021*

Questions? Contact me!

Michelle Esche
Program Coordinator
CEA Study Abroad
480-553-8084
Mesche@ceastudyabroad.com
702 E Osborn Rd, Suite 200,
Phoenix AZ 85014
www.ceaStudyAbroad.com

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GETTING STARTED

CEA and your university have partnered up to create an enriching international experience for you. We look forward to welcoming you to Paris!

Before you depart, CEA will work alongside your university to make sure you are prepared to travel. Please start by reading this Pre-Departure Guide carefully and completing all tasks by the deadlines. If your university has also assigned tasks, please complete those as well. Please do not assume that completing a CEA task fulfills a similar task set by your university, and vice versa.

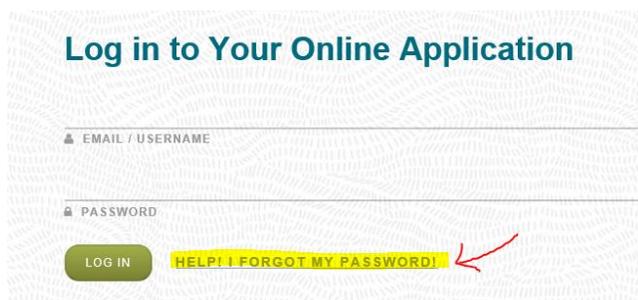
This general guide is not exhaustive – please read it in conjunction with any information provided by your university. More specific details, such as your exact schedule, housing assignment, etc., will be emailed to you **about 1-2 weeks** before departure.

Logging Into MyCEA

We have created a unique MyCEA Account for you. There, you will complete your CEA tasks, make any applicable payments, and find helpful information.

To get started, please log in as follows:

- Go to <https://my.ceastudyabroad.com/>
- Click “Log into your account”
- Select “Help! I forgot my password!”
- Enter your username, which is your email address ending in @lsu.edu
- Choose a password
- Select your name in the top right-hand corner
- Click the green MyCEA button to access your To-Do List



Trouble logging in?

Email your [Program Coordinator](#) for help.

Please **do not** create another account using a different email address, or complete any CEA program applications.

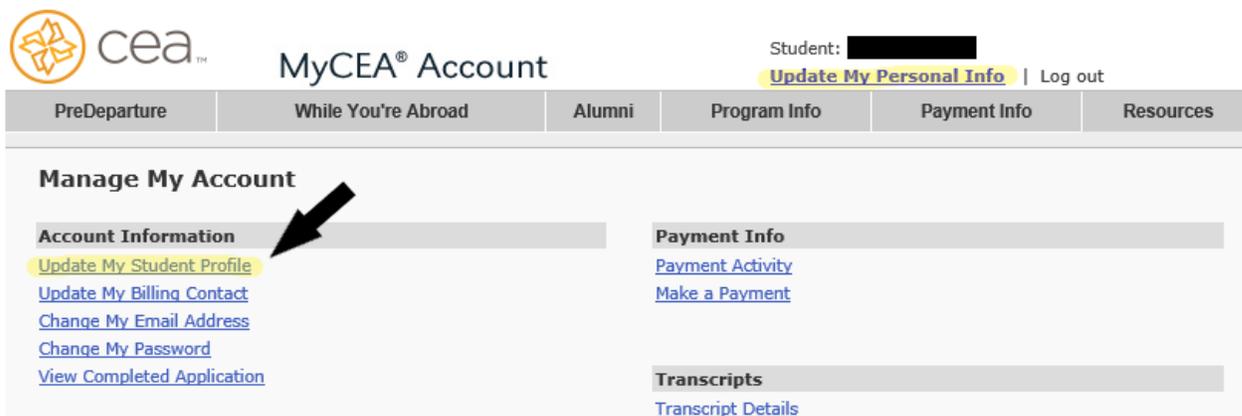
An account has been created just for you, and we can help you access it!

Completing Your Tasks

MyCEA Account Tasks

Check your MyCEA Account frequently to complete your tasks by the deadlines displayed on your To-Do List. Please see "[Important Dates & Deadlines](#)" for the deadlines of some key tasks. Your complete task list includes:

- ❑ **Acknowledge Program Participation Agreement**
 - Please read the [CEA Policies](#), including Onsite, Housing, Academic, and Student Code of Conduct
 - Application and Payment Policies may not apply to you exactly as stated, please refer to "[Paying for Your Program](#)" for information specific to your program
 - Read Agreement and select "I Agree" at the bottom
- ❑ **Complete Informed Consent Form (acknowledgement of COVID-19 risk and responsibility)**
- ❑ **Update My Personal Information**
 - Located at top right corner of MyCEA Account
 - Phone Number to Be Used Abroad: If unknown, update within 5 days of arrival
 - Be sure to add your **Emergency Contacts** in this section



- ❑ **Required Health Information**
 - Complete honestly so CEA may best support you
 - If you are a repeat student, please update any information previously provided
- ❑ **Review Cell Phone Policy**
 - You are required to have a cell phone abroad with coverage that does not depend on Wi-Fi
 - Learn more under "[Phones & Internet](#)"
- ❑ **Housing Application**
 - This cannot be reopened or completed after the deadline
 - Housing assignments will be emailed to you **1-2 weeks** prior to departure
- ❑ **Upload Passport Copy**
 - Photo/scan must include both the data page and signature page (so be sure to sign the passport first)
 - No fingers in the photo/scan
 - All numbers and letters must be legible in the photo/scan
 - Passport must be valid for **at least 6 months** past the program end date
 - See "[Passport & Entry Requirements](#)" for more information about passports



Sign your passport and include signature page in photo. Must be color. PNG, JPEG, or PDF only.



Check carefully!
Passport must be valid for at least 6 months past program end date

Enter Passport Information

- You will enter your passport number and expiration date into MyCEA in addition to uploading a copy

Place of Birth

Upload Digital Photo



TAKE YOUR PHOTO...

- Against plain white background
- Head and shoulders only
- Must be in color. PNG, JPEG, or PDF only.

Flight Information

- Please check-in with your university and CEA Program Coordinator before booking your flight.
- We strongly advise against booking a nonrefundable flight, and recommend booking a flexible ticket. When you do book flights, research the airline's specific cancellation or rebooking policies. Booking with a more flexible airline or flexible type of ticket may cost more but it also provides peace of mind. CEA is not able to offer assistance with booking or changing flights, or reimbursing flight costs.
- Flight considerations: please note, the below special flight considerations will continue to evolve leading up to your program start date, and may not be applicable by the time you are traveling for your program. Please reach out to your Program Coordinator and Faculty Leaders with any questions.
 - Choose an itinerary flying directly from the U.S. to France whenever possible. This may mean choosing a flight with a layover in another U.S. city rather than a city outside of France. Doing so will help avoid unnecessary issues and hurdles when entering France.
 - As of May 24th, 2021, each individual European country has its own unique entry regulations for U.S. students, which will continue to evolve leading up to your program start date. Entering another European country before entering France is not recommended as it can make the entry process into France super complicated.
 - If you choose to purchase a flight with a layover outside of France, you are responsible for researching transit entry requirements from the U.S. to the layover country on the consulate's website and with your airline to confirm you are permitted to board your flight and enter from the U.S. with a final destination of France.

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- See “[Passport & Entry Requirements](#)” for more information on required documentation you must travel with to present when boarding your flight and entering your host country from the U.S.
- If your program includes airport pickup, you must complete this by the deadline to qualify
- Everyone must provide their flight and travel information to CEA, whether using airport pickup or not

❑ State Department Information

- This allows you to receive emergency alerts from the State Department and be evacuated in a crisis
- Requires a passport number to complete

❑ Check Your Statement for Payments Due

- Payments for your program should be made directly to your university, but you *may* pay any applicable incidental fees, upgrade fees, or course fees via MyCEA. You will be notified if this is the case.
- See “[Paying for Your Program](#)” for more information

❑ Confirm Visa Appointment

❑ Upload Copy of Student Visa

Please note: MyCEA Account tasks can take several days to move to the completed section of your to-do list. Please allow 48-72 hours for documents uploaded to your MyCEA Account to be processed and marked as complete in your account.

Other Tasks

❑ Complete Campus France Application - Step 1 of the student visa application process

- Complete as soon as possible and no later than **mid-June**
- Follow the instructions for completing the Campus France Application in the Visa Guidelines available in your MyCEA Account.
- Please also see the Student Visa Section (slides 74-80) of the [Campus France Application Guide](#) for instructions, along with the [How to Apply for a Student Visa](#) resource from Campus France.
- Your Campus France application will take about 3 weeks to process, and must be approved by Campus France before you can move forward in the visa application process and schedule in your in-person visa appointment. Aim to schedule your in-person visa appointment for a date no later than July 20th to ensure your visa has enough time to process prior to your departure date. Your visa will take approximately 3-4 weeks to process after you attend your in-person appointment.
- Completing the application will involve a fee (\$205 as of May 24th, 2021). If you submit your payment and your program is delayed or cancelled afterwards, you can have Campus France use your fee towards a future Campus France application that is submitted within the next year. You can also request a refund from Campus France by emailing cfaccounting@ambafrance-us.org with proof that your program has been cancelled or delayed no later than **60 days** after your payment date. Refunds are not guaranteed.

❑ Check Your Email Regularly

- You will be receiving a lot of information from CEA and your university prior to departure, much of which is time sensitive. Check your email often and alert us if you want us to use a different email address to reach you.

❑ Complete Tasks Assigned by Your University

- In addition to these tasks assigned by CEA, be sure to comply with any requests by your university Study Abroad Office or faculty. Do not assume that completing one requirement for CEA fulfills a similar requirement for your university.

Important Dates & Deadlines

Put the key dates and deadlines below on your calendar or in your phone. The onsite team will send a more detailed calendar of program events and activities **about 1-2 weeks** before departure.

This list of deadlines is not exhaustive – please check your MyCEA Account for all of your task deadlines.

Important: Do not make any plans to travel during your program until you know your schedule of mandatory classes and activities.

DATE	TIME	EVENT/TASK	DESCRIPTION
6/15/2021	12:00 pm (noon) MST	Housing Application Deadline	After this date, you cannot submit any housing preferences.
6/15/2021	11:59 PM MST	MyCEA Tasks Deadline	Most of your MyCEA Account tasks are due on this date, unless otherwise specified including, Health Information, Copy of Passport, Digital Photo, Emergency Contact Information and State Department Info.
7/18/2021	11:59 pm MST	Flight & Arrival Info Deadline	After this date, you may not enter flight information. Even though airport pickup is not included, CEA needs your flight or arrival information for August 30 th in order to coordinate check-in that day at the CEA Paris Center.
8/30/2021	9 am – 5 pm CET	Arrival	You must check-in at the CEA Paris Study Center by 5pm on Arrival day. See “ Arrival & Departure ” for more information.
8/31/2021 – 9/03/2021	Morning	Orientation	Attendance at Orientation is Mandatory
9/06/2021		First day of class	
12/18/2021	12:00 noon	Program End	Must vacate housing. See “ Arrival & Departure ” for more information.

ABOUT YOUR PROGRAM

Academics

Courses

- You will be taking the following course(s) with your home university faculty:
 - **Architecture Seminar (3 credits)**
 - **Design Seminar (3 credits)**
 - **Studio Course (6 credits)**
 - Transcripts will be provided by your home university and grades will appear on your home university transcript.

Academic Facilities

- Courses will take place at the CEA Center (see “[Contact Information](#)” for address)
- You will have access to computers and Wi-Fi
- Laptops allowed/recommended, so plan to bring adaptors for plugging in/charging (see “[Packing Tips](#)”)

Special Academic Accommodations

If you need to request special academic accommodations, complete this [Request Form](#) and return to your Program Coordinator within two weeks of receiving this guide.

For faculty-led programs, students should also inform the Study Abroad Office and faculty of requested arrangements.

Accommodations are not guaranteed.

Housing

An online housing application is available in your MyCEA Account To-Do List. Students are required to complete the housing application by the deadline listed (see “[Important Dates & Deadlines](#)”). **The application will close after the deadline.**

Participants on CEA Custom & Faculty-Led programs should be familiar with CEA’s complete housing policies. This information is available on CEA’s website here: <https://www.ceastudyabroad.com/student-policy/cea-policies#housing-policies>.

Where You Will Live

You will be staying in **shared apartments** in Paris. These typically house 4 students per unit, and two students per bedroom. Shared apartments are located throughout the 20 arrondissements. Commute time to the CEA Center will usually not exceed 45 minutes according to online travel time calculators.

What Is Included

- **Kitchen:** Fully equipped with pots, pans, dishes, silverware, cups.
- **Bedding, bed linens and 1 bath towel per student.** Plan to bring or acquire onsite any additional bath towels.
- **Shared bathroom**
- **Wi-Fi:** Signal strength can only be guaranteed in common areas of the apartment.

What Is Not Included

- **Meal Plan**
- **Dryer:** Dryers are not common in Paris. Drying racks are used instead.
- **Elevators not the most common in Paris**
- **Supplies:** Because you will be in an apartment and not a hotel, basics like **toilet paper, paper towels, hand soap, etc. may not be in your housing on arrival.** Your onsite staff can tell you where to purchase these items.

Please note: some student housing may be equipped with a washing machine, while some have access to a local laundromat. CEA does not provide a laundry stipend if there are not laundry facilities in housing.

Housing Release Date: We release housing assignments about 1-2 weeks before departure.

Special accommodations: If you need to request special housing accommodations, complete this [Request Form](#) and return to your Program Coordinator by the [housing deadline](#). Accommodations are not guaranteed.

HOUSING DAMAGE & INCIDENTAL FEES

You are financially responsible for any damage (even unintentional), additional cleaning or other incidental charges incurred during your stay in CEA housing.

CEA housing check-in and check-out instructions will be provided upon arrival and during onsite orientation in the form of a housing contract that you will be asked to review and sign.

If you incur any charges, you will be notified via email of the charges within 90 days of your program end date.

Don’t end up with fees! Report damage immediately and leave your housing in good condition.

Paying for Housing Damages and Incidental Fees

If you incur any incidental charges, you will be notified via email of the charges within 90 days of your program end date. You will be provided with instructions for submitting payment in your MyCEA Account within 2 weeks of receiving your notice of charges incurred.

Arrival & Departure

Arrival Day (Program Start Date)

On your program start date of **August 30th, 2021**, adhere to the following procedures:

- **Arrival Window:** You must arrive on your program start date and check-in at the CEA Paris Study Center within the designated timeframe of **9 am – 5 pm CET**.
- **Arrival Location: Charles de Gaulle Airport (CDG)** is the nearest airport to the CEA Center. Note that CEA does not include airport pickup for your program. About 1-2 weeks prior to departure, your onsite team will send you information on getting to check-in at the CEA Center from the airport/train/bus station.
- **Housing Access:** Arrival day is the first day you have access to housing. Only a CEA staff member can let you into your housing, not a roommate. You must check-in at the CEA Paris Center by 5 pm on your program start date, otherwise you must make alternate arrangements for the night.
- **Travel to Check-In:** Your program does not include airport pickup by CEA. About 1-2 weeks prior to departure, your onsite team will send you information on getting to check-in from the airport/train/bus station.
- **Emergency Contacts:** Notify your emergency contacts when you arrive, as CEA does not do this automatically. Create a realistic communication plan with contacts in the USA before leaving.
- **Mandatory Orientation:** You will attend mandatory orientation sessions for the first 4 days of your program, which will cover topics such as health and safety, housing, code of conduct, emergencies, and other practical information
- **Communications Onsite:** It is imperative that you check your email every day for important communications from onsite staff. Please keep your phone charged and download any apps as requested by the onsite staff for use in communications (e.g. WhatsApp).

Departure Day (Program End Date)

On your program end date of **December 18th, 2021**, adhere to the following the procedures:

- **Clean Up:** Give yourself plenty of time to do the following:
 - Properly dispose of all food items from the cupboards and refrigerator, if applicable
 - Properly dispose of all used toiletry bottles/razors/toothbrushes, etc. from the bathroom
 - Make sure the toilet is fully flushed and clean
 - The bath tub/shower is clean and drained
 - Leave your housing in a clean condition and follow any additional procedures outlined by onsite staff.

Students who leave items behind, cause damage, or leave their housing dirty will be subject to fines. See “[Housing](#)” section for more information.

- **Check Out:** You must vacate your CEA housing by 12 noon on this date and return any keys/keycards issued to you.

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- **Travel to Airport:** Transportation to the airport is not provided by CEA, and you must make your own travel arrangements. Onsite staff can make recommendations on how to best get there and how long it may take.
- **COVID Testing:** Currently, the U.S. requires all passengers on in-bound flights to show a negative COVID test in order to return back to the U.S. If this is still a requirement at the end of your program, CEA's onsite staff will provide additional guidance around requirements and obtaining a test in the days leading up to program departure.
- **Program Evaluation:** At the end of your program, you will be invited to give us your feedback about your experience abroad. You will receive an email with instructions on how to answer a few questions online about your program, and offer suggestions for improvement. Thank you in advance for your valuable feedback!

Optional Cultural Activities + Farewell Meal Package

You have the option to sign up for a variety of social and cultural activities arranged by CEA throughout the semester, designed to help you learn about the host culture. These activities are shared with CEA students from other universities.

Exact cultural activities will be determined closer to the program start date. Activities are refreshed and revisited regularly, and will be finalized in conjunction with student course schedules and considering local opportunities. These activities could include events hosted at the CEA Center (such as workshops and tastings) or at locations around the city (such as museum visits, outings to performances or productions, walking tours, etc.).

- **Cost**
 - \$225
 - Fee will be charged to your MyCEA Account after the sign-up deadline
 - You will be notified via email when the fee has been added to your account
 - Payment will be due 2 weeks after the charge appears in your account
- **How to Enroll**
 - Email mesche@ceastudyabroad.com by the below deadline to sign up for the optional activities package.
 - Sign-Up by July 1st, 2021.
- **Cancellation Policy:** If you decide to cancel after signing up, email your Program Coordinator at mesche@ceastudyabroad.com by the sign-up deadline. If you cancel after the sign-up deadline, you will be responsible for the fee.

PAYING FOR YOUR PROGRAM

Make your program payments directly to your university. If applicable, some fees like housing damages, additional course fees, optional excursion fees, etc. will be charged to your MyCEA Account. We will notify you if this applies to you. Please contact your university (see “[Contact Information](#)”) for information on cost and how to make your regular program payments.

PREPARING TO TRAVEL

Passport & Entry Requirements

Passport Requirements

- Good condition, no rips or tears
- Valid for at least 6 months past your program end date
- Has at least two blank pages
- Make sure the name you provide in your MyCEA Account **exactly** matches the full name on your passport
- If you hold multiple passports, provide us with all your passport numbers, dates, and countries of origin
- Transgender students needing to update a passport can find helpful information at the [US Department of State LGBTI Travelers Page](#)

Non-US Citizens

As CEA is unable to serve as an expert on the visa requirements for all countries around the world, non-US citizens are fully responsible for researching immigration requirements and securing the appropriate visa and valid passport when studying abroad with us. If you are in the US on a student visa or other visa type, you will need to research the immigration requirements and file any necessary paperwork for approval to leave the country and return. Non-US citizens are also required to check with the appropriate host country consular office nearest their place of residence to determine entry requirements.

Visa Requirements

- A visa is required for US citizens on this program. See the Visa Guidelines in your MyCEA Account.
- Please note that while CEA can provide any applicable supporting documentation for Visas and limited guidance, it is the **full responsibility of the student** to research and complete the Visa application process in a timely manner.

Don't have a current passport?

If you don't have a passport that meets the requirements, apply or renew **ASAP**. The process can take up to 6 weeks.

US Citizens may apply at [Travel.State.Gov](#).

Not a US citizen?

Non-US citizens should talk to their university's International Student Office **ASAP** for questions about studying abroad under their current immigration status.

Do not assume the travel requirements for US citizens are the same for non-US citizens. Requirements can vary drastically!

See CEA's [Policy on Non-US & Non-Canadian Citizens](#) for details.

Additional Required Entry Documents

- As of May 24th, 2021, the below additional entry documents are required (in addition to your student visa) to board your flight and to enter France. These requirements are expected to evolve in the coming months and are not expected to be exactly the same by your program start date. You will be notified of any changes to these requirements prior to program start.
- **The Certificate to enter Metropolitan France** for citizens from a country outside of the European Area (CEA will email this form to you). You must present this certificate to travel companies before using your travel ticket, as well as to border control authorities (for travel by air, sea and land, including by rail).
- **Statement for travelers aged 11 years and over** (CEA will email this form to you).
- Students must show a **negative COVID test** from under 72 hours before boarding.
- **A “contact” sheet providing your residence address in France** (CEA will email you your housing address 1-2 weeks prior to program start)
- Currently travelers entering France are required to self-isolate at their housing address upon arrival for 7 days and take a second COVID test at the end of that period. If this remains an entry requirement by the program start date, CEA staff will support students during this period and facilitate a variety of virtual and in-person orientation activities, as well as help students acquire the required COVID test towards the end of the self-isolation period.

Important: It is your responsibility to obtain necessary travel documents. CEA cannot intervene with government entities on your behalf and cannot offer guidance on all immigration scenarios. It is your responsibility to thoroughly research and understand your own personal requirements, pay application fees, and meet deadlines.

Health & Safety

CEA and your university take your wellbeing and safety very seriously. As a supplement to the information below, please read the safety overview at

<https://www.ceastudyabroad.com/student-life/safety-support>.

Safety information more specific to your location will be provided before you depart and during your Mandatory Orientation.

Watch your email for an insurance card!

- Expect your CISI card via email 2 weeks prior to departure.
- Print the card and keep it with you.
- You will pay medical costs up front and request reimbursement later.
- Your CISI Portal Guide details how to submit claims.
- Does your university also provide insurance? Speak with your Study Abroad Office for information.
- Note that CEA’s insurance through CISI is mandatory, even in if other insurance is granted by your university.

Medications & Vaccinations

- If you currently take medication, bring enough to last the entire program.
- Pack medication (in the original bottle with labels intact and a doctor's note describing the medication/use/generic name) in a carry-on bag.
- Pack enough contact lenses/backup glasses and any special lens solution.
- Know what the [CDC recommends to travelers in your destination](#).

CISI Health Insurance

- You are covered by CISI health insurance for the duration of your program. It also includes other travel-related benefits to aid you in emergencies, such as cases of lost documents and luggage, replacement of lost prescriptions, etc.
- You **do not** need a referral to see any doctor.
- Coverage begins on the official program start date, and ends on the end date.
- Attached and in your MyCEA, you will find the [CISI Insurance Brochure](#) and [Portal Guide](#).
- Expect your CISI insurance card via email about **1-2 weeks before departure. You will not be able to log into the CISI portal until you get your card.**
- Print your insurance card and keep it while traveling
- You will not present your card upon treatment; you will pay at the time of service and seek reimbursement within one year of receiving treatment, except in true emergencies. **Keep all itemized receipts and treatment records to submit.**
- The CISI claim form is located at the end of the Policy Brochure, as well as on the [CISI online portal](#)
- In an emergency, Team Assist can guarantee payment on behalf of a student.
- Team Assist is available 24/7 to help find an English-speaking doctor near you and help in other emergencies.
- We recommend downloading the [myCISI Mobile App](#) on your phone (the one you will use abroad), to find providers and more on the go.

COVID-19 Polices & Procedures

- In conjunction with your university, CEA will make any necessary changes to your program to safeguard the well-being of all students. Over the coming months, CEA will closely monitor the most up-to-date information and data including, but not limited to, health statements from the [Centers for Disease Control and Prevention \(CDC\)](#), the [World Health Organization \(WHO\)](#), and the [Johns Hopkins Coronavirus Resource Center](#), as well as consulting with a variety of other reputable sources and experts. We will continually review all these resources while working with the appropriate public health officials to provide the most up-to-date information.
- You are required to follow local laws, regulations and guidance surrounding social distancing and wearing a mask for the duration of the program, including at the academic facilities, as well as during and outside of CEA-arranged program activities. All students are expected to respect and comply with whatever requirements they

may encounter while abroad to reduce the spread of COVID-19. Information about current laws and regulations in the host country at the time of your program will be provided during onsite orientation.

- Students who persist in putting themselves or others at risk by irresponsible behaviors, or flaunting CEA or local health guidance, may be dismissed.

US Department of State Registration

- You must enroll with the Department of State's [Smart Traveler Enrollment Program \(STEP\)](#) as one of your tasks. This allows you to receive travel alerts and be evacuated in an emergency. Include any other destinations in your registration.
- Note that if you are planning to travel, you will be required to share your travel plans with your onsite staff via an online travel survey.

LGBTQIA Students

- CEA supports students who may identify as LGBTQIA before or choose to come out during their study abroad experience. We can provide guidance and resources about health, safety, and cultural norms in your prospective study abroad location, as well as what your specific expectations before and after your study abroad experience may be. We recommend reading the [US Department of State advice](#) as well before you travel.

Phones & Internet

For safety purposes, you are required to have a cell phone that functions in your host country and connects to a local or roaming cellular network **within five days of arrival**.

Your cell phone must be on at all times, charged, and carried with you continuously throughout your program so you can be reached in an emergency. You cannot rely solely on Wi-Fi access to receive calls and/or send SMS messages, or access data.

Cell Phone Options

Use a current cell phone with a foreign SIM card

- Check with your provider to see if your phone can be unlocked and hold a foreign SIM card. If the phone can be unlocked, **it must be done before you leave**.
- Buy a SIM card after arrival for which credit can be purchased as needed.

Buy a pay-as-you-go phone after arrival

- You may purchase a basic phone after arrival for which credit can be purchased as needed.

Use a current cell phone with an international plan

- International plans are often convenient, but can be expensive. Those choosing this option should research international plans with their current cell phone provider before arriving.

Your onsite staff will provide further information regarding local cell phone stores and carriers during orientation. Please be sure to review [CEA's Cell Phone Policy](#) and agree to it in your MyCEA Account.

Internet Access

Wi-Fi access varies internationally, and may be less common in public places or slower than what you have at home. However, student housing and the CEA Center will be equipped with internet access (typically Wi-Fi), unless otherwise noted. In order to communicate over Wi-Fi, we recommend downloading these smartphone apps before you leave:

- Viber: Users can call and text over Wi-Fi for free.
- WhatsApp: Has the same capabilities as Viber but is more widely used.
- Skype: Free video chat. Skype credit can be purchased that allows calls to landlines/cell phones worldwide.

Remember: CEA does not allow relying solely on Wi-Fi or data for communication. You must have cellular service.

Money & Banking

Currency, exchange rates, and foreign transaction fees are just a few items to consider when planning how to manage money abroad.

Notify Your Bank & Credit Card Provider

- Notify your bank and credit card companies of the dates you will be traveling. Be sure to inquire about any international transaction fees.
- Some credit cards may be more common abroad than others and have different requirements (chip vs. strip, etc). Please talk to your bank about whether your card can be used easily in your destination.
- We recommend that you bring more than one form of payment (i.e. cash, debit card, and credit card).

Order Foreign Currency

- You may order cash of any currency from most banks (it can take a few business days to arrive at your local branch). **We highly recommend having foreign currency on-hand when you arrive** for these reasons:
 - ATM's abroad may be less abundant, or have different requirements than you are accustomed to (such as having a bank account with a local bank).
 - Even if you warn your bank and credit card provider that you will be abroad, it is still possible your accounts could be frozen mistakenly.
 - Depending on your location, credit and debit cards might not be accepted for immediate arrival needs like taxis, snacks, or unforeseen needs.
 - **Foreign Transaction fees for ATM withdrawals and credit card usage can add up!** Getting foreign currency from your local bank may cost a minimal fee and save you money.
- We recommend bringing at least 50-100 USD worth of local currency
- Be aware of how exchange rates may affect your budget abroad and plan accordingly
- Accurate, current exchange rates can be found on <https://www.xe.com/>
 - Type your country in the “from” field to find its currency

While Abroad

- Although debit/credit cards are widely accepted abroad, many restaurants, stores, etc. may only accept cash.
- Using a debit card to withdraw cash in local currency from ATMs is typically (but not always!) the most convenient way to access money.
- Carry cash separately from your credit/debit cards, and only carry as much as needed for each outing.
- Your onsite team may send you additional money tips about 1-2 weeks before departure.

Packing Tips

Packing light makes traveling easier! Remember, you must carry and store your own luggage. You can always buy many items after arrival. Please remember to save room for souvenirs!

What to Bring

This list is not exhaustive, but provides some general rules of thumb for packing. Your onsite team may send you more specific packing tips as necessary 1-2 weeks before departure.

Official Documents

- Passport and copy
- Boarding Pass (usually digital)
- Printed CISI Insurance card
 - This will be emailed to you 1-2 weeks prior to your program start date
- Cash, credit cards, debit card
 - Make a copy of your credit and debit cards, including the emergency numbers on the back
- CEA Arrival Card
 - This will be emailed to you 1-2 weeks prior to your program start date

Electronics

- Laptop and charger
- Phone (if bringing your US phone) and charger
- Outlet adapter for plugging in electronics overseas
- Research whether the electronics you plan to bring require a **converter**, which is different from an adapter. Most laptop and cell phone chargers are dual-voltage and have built-in internal power converters, but be sure to research your specific electronics.
- Generally, electronics that require an external power converter should be purchased after arriving. **Heating tools like hairdryers, curling irons, and hair straighteners are frequently ruined, even with a converter.**

Clothing & Accessories

- Bring 4-5 reusable masks, or a box of disposable surgical masks, with you in your carry on. Masks are currently required for plane travel and are required by law to be worn in all public spaces, on public and private transportation (such as in taxis and on coach buses) in most cities abroad. Be sure to research local laws and

regulations regarding masks in your host country before departing for your program. Learn more about your responsibility to wear a mask during your program under “[Health & Safety](#)”

- It is also recommended to bring a personal thermometer with you
- Take comfortable clothes you can mix, match, and layer.
- Do some research on acceptable forms of dress in your destination. In many cultures, it is the norm to dress more formally or modestly than in the US. Please especially be aware of any requirements for entering religious sites, which may require covering the head, arms, legs, etc. Your onsite team may offer guidance to this point via email or during the mandatory orientation as necessary.
- Because air conditioning and heating are not always available/reliable abroad, be prepared for temperature fluctuations both in and outdoors, including inside your housing.
- Bring good walking shoes; you can expect to walk more than usual.
- Speak with your professor(s) about any special required attire for meetings and activities.

Health Needs

- Bring the full amount of medication needed for your entire program. It is difficult to fill prescriptions abroad, and customs regulations do not allow medications to be shipped. Work with your doctor/insurance provider to get a full supply of medication for the duration of your program.
- Pack medications in your carry-on, in case your checked baggage is delayed or lost. Leave medications in original bottles with labels intact and bring a doctor’s note describing your medication, its use, and its generic name.
- If you take a specific brand of over-the-counter medicine (like allergy meds, cough syrup, etc.) bring it with you, as you may not find the brand you prefer abroad.

What Not to Bring

When considering what to pack, remember you will be buying things abroad to bring home. Save some space for them to avoid having to pay for another checked bag.

- Iron or ironing boards
- Heavy items – you may have to do quite a bit of walking/transferring train stations, etc. with your luggage
- Hairdryers, straighteners, curling irons, etc. (due to likelihood of being ruined, even when used with a converter)
- Very valuable items that cannot be replaced, like jewelry

RESOURCES

Contact Information

Below is a list of your main study abroad contacts, who will all be working together to help you. For any questions about the information in this guide, your key contact will be your CEA Program Coordinator.

Detailed contact information for your onsite team abroad will be shared closer to departure, as will CEA emergency contact numbers.

If you are unsure whom to contact during the pre-departure process, reach out to your CEA Program Coordinator first, who can answer your questions or refer you to the right person.

CONTACT	ORG	TITLE	EMAIL/ADDRESS	PHONE	CONTACT TYPE
Michelle Esche	CEA	Program Coordinator	Mesche@ceastudyabroad.com	480-375-2787	Your main CEA contact before you leave the US. Located in Phoenix, AZ.
CEA Paris Team	CEA		See their smiling faces here They cannot wait to meet you!		Your main contacts while in transit and abroad. Their information will be shared closer to departure. Located onsite in Paris.
Professor Robert Holton	LSU	College of Art & Design	rholton@lsu.edu	225-578-4271	Your faculty leader, who will be teaching your courses
Professor Kelly Greeson	LSU	College of Art & Design	greeson1@lsu.edu	225-578-8467	Your faculty leader, who will be teaching your courses
Jill Clemmons	LSU	Advisor for programs in Europe	jclemm1@lsu.edu	225-578-6801	Your LSU study abroad advisor
CEA Paris Center	CEA		6 rue de Braque 75003 Paris, France		This is where your courses will be held

CEA Links & Resources

- MyCEA Account: <https://my.ceastudyabroad.com/>
- CEA Complete Policies: <https://www.ceastudyabroad.com/student-policy/cea-policies>
- CEA Housing Policies: <https://www.ceastudyabroad.com/student-policy/cea-policies#housing-policies>
- CEA Student Life (Safety & Support): <https://www.ceastudyabroad.com/student-life/safety-support>
- CEA Student Life (Health & Wellness): <https://www.ceastudyabroad.com/student-life/health-wellness>
- CEA Student Tips: <https://www.ceastudyabroad.com/docs/default-source/default-document-library/student-tips>
- CEA Parent Tips: <https://www.ceastudyabroad.com/docs/default-source/default-document-library/parent-tips>
- CEA is on Twitter & Instagram! @CEAStudyAbroad
- CEA Paris Blog: <https://www.ceastudyabroad.com/blog/-in-category/categories/blog/paris>
- CEA Paris Facebook: <https://www.facebook.com/CEAStudyAbroadParis/>

Travel Links & Resources

- Currency Exchange Calculator: <https://www.xe.com/>
- Centers for Disease Control Traveler's Health: <https://wwwnc.cdc.gov/travel/destinations/list>
- Apply for US Passport (US Department of State): <https://travel.state.gov/content/travel/en/passports.html>
- Mobility International: <https://www.miusa.org/>
- Time Zone Converter: <https://www.timeanddate.com/worldclock/converter.html>
- List of Countries within the Schengen Zone: <https://www.schengenvisainfo.com/schengen-visa-countries-list/>

Frequently Asked Questions

❑ Why can't I log into MyCEA?

- Chances are you are using an email address other than the one given to CEA by your University. Please email your Program Coordinator to see which email we have on file. Do **not** create your own MyCEA account, as one exists already for you.

❑ Why aren't completed items leaving my MyCEA to-do list?

- Some items take several days to depart your to-do list. If you submitted your task at least a week ago to no avail, please email your Program Coordinator to see why.

❑ Why wasn't the photo of my passport accepted?

- Most likely, your passport was not signed, or the photo did not include a legible rendering of both the signature page and the data page (where your name and photo are). Be sure to include all these elements, and make sure glare is not obscuring any text.

❑ Why wasn't my digital photo accepted?

- Usually, this is a size issue, or you have submitted a photo against a busy background. The photo must be against a plain white background. Email your Program Coordinator to see what the problem is.

❑ When will I know my housing assignment?

- 1-2 weeks prior to departure.