Parents Guide for International Fellows
Haas Center for Public Service
Stanford University

The Undergraduate Fellowships Program at the Haas Center for Public Service at Stanford University offers resources for Stanford undergraduates, who wish to make contributions to public service organizations and communities. Depending on the fellowship, students can participate in either prearranged placements or self-designed fellowship opportunities in both domestic and international settings.

As staff of the program, we are excited to have this opportunity to assist your son or daughter in preparing for their summer public service fellowship. Through this service-learning program, fellows learn to apply classroom knowledge in a professional setting. In order to ensure that students are confident and well prepared for their setting, we provide all participants with a thorough orientation program in spring quarter prior to their summer fellowship. Upon their return, students meet with staff to debrief, reflect on their experiences, and consider follow-up activities and course work. Former fellows are an excellent resource for peer advising. This guide outlines some of the items we cover with all students, as well as shares some advice with you.

Preparing Your Student

Once a student has been awarded a Haas Center Undergraduate Fellowship, he or she receives regular correspondence from our office. In spring quarter prior to departure, all fellows are required to participate in orientation sessions led by Haas fellowship staff, faculty, and student advisors. In addition, fellows serving abroad are required to attend the International Service and Research Preparatory Workshop, which provides helpful cultural insights as well as general safety and travel information. (Parents are not permitted to stand in for their son or daughter at any of these events.)

Stanford believes that students are ultimately responsible for preparing themselves for their fellowship and for making the most of their time at their partner organization. This encompasses a wide range of responsibilities, including personal safety, attendance at orientation, timely completion of required materials, and timely communication with program staff. Stanford fellows must be responsible ambassadors of Stanford.

We assist in guiding students through this process, and your support is invaluable. However, please keep in mind that due to the Family Educational Rights and Privacy Act of 1974 (FERPA), fellowship staff are prohibited from discussing individual student issues directly with parents. If you have any questions or concerns, please contact your son or daughter, who should then contact our office. We can help you best if you encourage your son or daughter to communicate directly with Haas staff regarding any questions or concerns you might have.

Tips for Parents and Family

It is helpful to sit down and talk over certain items before your student departs. Some items to discuss include the following:
Communication

- If your student is traveling abroad, know the time difference between the United States and your student’s destination. What is the long distance country code? Arrange how you will communicate and how frequently (phone, email, Skype, etc.) Check mobile phone compatibility if traveling abroad.
- Please keep in mind that if you haven’t heard from your student, he or she may be on a program-related excursion or arranging his or her own travels.
- Encourage your student to maintain regular contact with Stanford regarding academic and administrative issues, and also refer him or her to the Haas Center’s website for administrative questions.

Important Documents

- Keep a copy of your student’s airline itinerary, passport and/or visa (if applicable), and credit cards.

Health and Safety

- All fellows are required to have medical insurance, which covers your student in their placement destination for the duration of service. Students awarded fellowships are required to submit documentation of valid health insurance.
- If fellows are serving abroad and your student receives coverage through your health insurance provider or Cardinal Care (Stanford’s student health insurance plan), ensure that you are fully informed about what is and is not covered overseas.
- Although the Haas Center is providing funding for the fellowship, we are not in the position to evaluate (and, therefore, have not evaluated) whether the placement occurs in a safe and secure environment. The Haas Center and Stanford University are not responsible for matters that are beyond their control, and cannot warrant the safety or convenience of the circumstances under which the student will be traveling, living or working. Students are solely responsible for evaluating the safety of the environment in which he/she will be traveling and/or working and for taking appropriate precautions to safeguard his/her health and personal belongings. Haas Center staff does not necessarily have direct experience with, nor do we professionally endorse, partner organizations.

Money

- Fellows receive a stipend to fund their service (and financial aid for those who qualify), which is credited to their Stanford account. Out of this stipend they are expected to pay travel expenses and any and all room and board expenses, as well as all other spending money. Please note, while program staff and many partner organizations are willing to make suggestions about possible sources of housing, students are responsible for securing their own room, board and transportation for the duration of their fellowship.
- Have an arrangement for sending money in case of an emergency.
- If your student is traveling abroad, familiarize yourself with the exchange rate and cost differential of the country in which your student will be living.
• Talk with your student about establishing a power-of-attorney or other legal agreement in order to take care of financial arrangements at home while the student is abroad.
• Please note that, per our program agreement, we reserve the right to revoke fellowship funding, in part or full, if the student does not fulfill the requirements of the program.

Culture (students serving internationally):

• Familiarize yourself with your student’s host country and cross-cultural resources so you can support him or her with the transition to serving abroad.

Reporting Harassment

Students are also made aware of campus policies and resources regarding “Acts of Intolerance” and “Sexual Harassment” and encouraged to contact these offices and notify their Haas Center program staff representative with any related concerns or incidents.
• http://studentaffairs.stanford.edu/intoleranceprotocol
• http://harass.stanford.edu

Final Thoughts

While we encourage you to be in contact with your student, please be aware that any new living/work situation can have its ups and downs. Students may transition through a range of emotions after leaving home similar to those experienced when arriving at Stanford as a new student. It is important for parents to understand what students are going through and to be patient and supportive as students adjust to a new culture or work experience. Adjustment is not accomplished in just a few days; it is an ongoing process, which responds to one situation followed by another. It is exactly these challenges and learning opportunities that constitute a rewarding and memorable fellowship experience.

The Haas Center hopes that all students have an incredible journey, rich in academic and personal discoveries. We take great pride in the programs we operate and are happy to place approximately 100 fellows each summer, many of whom have reported that their fellowship experience is one of the most memorable and meaningful experiences they have while attending Stanford. We hope your son or daughter feels the same.
International Fellows
Frequently Asked Questions
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Many fellowships offer students the opportunity to go to foreign countries. International service brings with it additional logistical and ethical considerations. The safety of travel to any international destination is reviewed up until time of departure and during the summer fellowship timeframe.

**The fellowship program must adhere to the Provost's International Travel Policy, which states “Stanford-sponsored or Stanford-organized trips involving undergraduates to countries where a State Department Travel Warning has been issued is prohibited.”**

In the event a country is added to the list, the fellowship is canceled immediately and the fellow returns home.

1. **What if my student requires a prescription medication?**

Prescriptions written in the United States cannot always be filled abroad. We recommend that students bring enough prescription medication to last the entire overseas stay and discuss this in advance with their doctor and insurance provider. Ask doctors about any prescriptions (eyeglasses, allergy medicines, etc.).

Prescription medications should be carried in their original labeled bottle with the generic name of the drug. Students should have the prescription on hand in case a customs officer requests it. Check that your student may bring the prescription drug(s) into the country at [www.rxlist.com](http://www.rxlist.com) or at the host country’s consulate or embassy web page. Do not send prescriptions through the mail.

We also recommend that students take an extra pair of eyeglasses or contact lenses. Students with medical problems that are not easily recognized (e.g., diabetes, allergic reactions to antibiotics or bee stings, heart conditions, epilepsy, etc.) might consider obtaining a medic alert identification tag from a doctor or pharmacy as these are recognized internationally.

2. **Are immunizations required?**

Students are responsible for ensuring they receive the immunizations necessary for their international travel. They are also encouraged to check the [Centers for Disease Control and Prevention website](https://www.cdc.gov/vaccines/) for immunization requirements for each country. Immunizations may be obtained on campus at Vaden Health Center. Students are asked to make sure that the following vaccines are current before going abroad: measles, mumps, rubella, tetanus, diphtheria and polio.

3. **What can students do to ensure their security while abroad?**

The best advice for any traveler is to use common sense. There are dangers associated with any city around the world. For instance, students should be wise about where they keep their valuables. They should always be in groups when they travel at night, and they should not venture out alone with a stranger or someone they have just met. Additionally, students should...
be aware that in many countries they might be identified as American simply because of their clothing, speech or mannerisms. Students should make an effort to understand how the local culture views Americans and behave accordingly in order to be safe.

Here are some tips about how to be safe while serving abroad:

• Students should leave copies of travel itineraries and important documents with family and friends.
• Students should avoid hanging out with large groups of Americans, which could draw unwanted attention.
• Students should avoid demonstrations (even peaceful) and other large groups of people in public.
• Students should report suspicious activity to the police, the U.S. embassy or consulate, and/or the onsite partner organization.
• Students should avoid meeting strangers in unknown locations.
• Students should use the language of the host country whenever possible and attempt to immerse themselves in the culture.

4. What does the Haas Center do to address issues of safety and security?

The Haas Center for Public Service has established an Emergency Preparation and Response Procedures, and all fellows are covered under the provisions of these protocols. However, Haas fellowship staff ability to influence emergency responses depends on the level of support available through specific programs at sites abroad and your student’s willingness to communicate with program staff in a timely fashion. In order to prepare students for their overseas service, we include health and safety information in our mandatory orientation sessions.

For an overview of Stanford's International SOS services offerings, please visit internationaltravel.stanford.edu.

Start pre-departure checklist: for planning tips to help fellows prepare for international research or study, new collaborations, personal and group travel, or volunteer experiences, visit oia.stanford.edu/international-travel-checklist.

Register travel: Stanford maintains a travel database so the university can reach fellows in the event of an emergency: oia.stanford.edu/.

If your student contacts you with a concern, please encourage him or her to keep the fellowships staff informed since they are best equipped to handle any situation.

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), Haas Center staff are not permitted to discuss any issues (including emergency) pertaining to an individual student with parents, family, or other third parties. The student must conduct all contact directly.
Preparation
The Undergraduate Fellowships Program provides financial support to students focused on independent service throughout the United States and the world. Accordingly, we have taken the following measures to ensure the safety of fellows while off campus:

- All students are required to participate in a mandatory orientation and are responsible for information presented. Students are presented with information related to safety, security, conflict resolution, as well as both physical and mental health practices.
- Additionally, fellows serving overseas are required to participate in an International Preparation Workshop where additional information related to cultural sensitivity, travel, entry/exit requirements, and embassy/consulate registration is provided.
- All fellows must sign a travel waiver and provide documentation of health insurance.
- Students serving internationally are required to record travel information with the Stanford University Office of International Affairs Travel register (https://oia.stanford.edu/) and are strongly encouraged to register with the embassy within the country of service.
- Some supplemental funding is provided to students traveling to medium risk locales in order to support secure housing, cellular phones and/or private transportation.
- As stipulated by the Provost’s International Travel Policy, undergraduate students are not allowed to travel to, or remain in, countries placed on the U.S Department of State Travel Warning List.
- Fellowships Program staff collect field contact information for students participating in the program, as well as emergency contact information. Access to this information is given to all staff associated with the program.
- Students are provided a campus contact to call and are asked to pass along this information to their families.
- Community partners are provided with a Haas Center program contact and are asked to notify that staff member should any emergency arise. Community partners are also encouraged to provide a comprehensive orientation for the student at the beginning of the placement term, including information on local safety issues and health care resources.

Emergency Event Procedures
- Students are instructed and expected to contact their respective Haas Center program staff as soon as possible should any type of emergency arise.
- In the event of an emergency notification, program staff proactively utilize field contact information to reach out to students participating in the program. If students cannot be reached via field contact information, program staff reach out to the emergency contact on record to determine how best to contact the student. Once contact is established, program staff work with related parties (e.g., ISOS) to provide information and instruction to the student.
- The Haas Center for Public Service acts in accordance with the guidelines established by the administration of Stanford University and the Vice Provost for Student Affairs.