

You are required to submit the study abroad report via the **Online Study Abroad Report Form** which consists of 5 parts:

- Part I – Upload your study abroad journal in PDF format [See guidelines below]
- Part II – Photo sharing and Description
 - You should appear in at least 3 of the photos.
 - Write 1-2 phrases to describe the photos and why they are important to you.
 - File formats: JPEG, GIF, PNG (Size: Min 500KB / Max 5MB)
- Part III – Evaluation
- Part IV – My Top 3s (Optional)
- Part V – Declaration

Submission Deadline: 30 September 2017

Submission Link: Please refer to the email notification

Guidelines on preparing study abroad journal

Your study abroad journal should be **4-8 typed pages** and include the following:

Cover page	The cover page should include your name, the study abroad period (i.e. Summer 2017), the name and country of host institution.
Overall Experience (at least 1 page)	Describe some of the positive aspects and the challenges you faced during your time abroad. Please describe your study, learning and life experience.
General Exchange Information	<p>Write details of ALL of the following topics. Your information would help future students prepare for their study abroad in the future.</p> <ol style="list-style-type: none"> 1) Visa Procedures <ul style="list-style-type: none"> • Type of passport/travel document you are holding, visa requirements, required documents, visa fees etc. 2) Orientation Activities <ul style="list-style-type: none"> • Orientation sessions and activities organized by host institution and when were they held 3) International Services & Activities <ul style="list-style-type: none"> • Services that are provided by the exchange office (e.g. pick-up service, cultural activities etc.) 4) Accommodations <ul style="list-style-type: none"> • Types of accommodation offered, application procedures, availability of meal plans 5) Courses Registration <ul style="list-style-type: none"> • Course registration procedures, restrictions, where to read course information? 6) Teaching & Assessment Methods <ul style="list-style-type: none"> • Class format, size etc. 7) Finance & Banking <ul style="list-style-type: none"> • Currency, expenses, best way to handle money matters 8) Climate <ul style="list-style-type: none"> • Weather information, temperature changes 9) Health & Safety <ul style="list-style-type: none"> • Availability and usage of health center, safety matters

	10) Food <ul style="list-style-type: none"> Eateries – cooking, restaurants, food 11) Transportation <ul style="list-style-type: none"> Most common ways to commute, fare information 12) Communication <ul style="list-style-type: none"> How to stay connected with friends and family, communication with local people 13) Sports & Recreation Facilities <ul style="list-style-type: none"> Facilities available, usage information 14) Social Clubs & Networking Opportunities <ul style="list-style-type: none"> Opportunity of joining social and networking activities 15) Cautionary measures <ul style="list-style-type: none"> Things that need to be caution about (e.g. language, customs, clothing etc.) 16) Other notes (if any) <ul style="list-style-type: none"> Other helpful tips or difficulties and solutions you have encountered
Items to Bring	Create a checklist of items to bring.
Useful Links and Contacts	Share any useful numbers or websites. Avoid including the contacts of someone specific.
Best Practices of Host Institution (Optional)	If you have encountered/observed any good practices while abroad from your host institution in any area (i.e. exchange, career, enrichment programs, etc.) feel free to let us know for improvement.

What NOT to include:

- Student ID
- Personal contacts (e.g. email address, mobile, etc.)
- Swear words
- Inappropriate contents

Important notes:

As this is about your experience overseas, please note that each report is an individual effort. Any students found copying other reports will be penalized.