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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 Antibes!

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 @mymail.mines.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
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

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 June 2nd, 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.

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

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.
• 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

☐ Confirm In-Person Visa Appointment Date
  • Once your Campus France Registration is processed, schedule your visa appointment for a date in mid-July, and enter your appointment date and place.

☐ 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

☐ 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

☐ Online SKEMA Student Registration Form
  • Follow the below instructions for registering as a student on SKEMA’s website by June 15th
  • SKEMA requires that you complete the registration so that they can process your proof of enrollment letter required for your visa appointment. SKEMA will process your proof of enrollment letter in July.
  • For online registration, you are required to upload the following in PDF format:
    ▪ CV (resume)
    ▪ Letter explaining motivation to study abroad
    ▪ Copy of birth certificate translated to English or French
    ▪ Copy of passport
    ▪ Passport style headshot in jpeg format for a student card SKEMA will create for you
    ▪ *Please note:* an official transcript is also required for your SKEMA registration; your university will provide this on your behalf. Do not worry about uploading an official transcript on SKEMA’s website.
STEP 1: ONLINE APPLICATION

ONLINE APPLICATION FORM CLOSES: SUNDAY MAY 16, 2021

Applicants have to prepare **Pdf formats** of the following documents:

- CV (resume)
- Motivation letter
- Valid proof of their English level for non-native speakers (for acceptable test scores and minimum requirements, please see below):
  - Regular Exchange students: TOEFL (550 ITP, 79 iBT), TOEIC 830, IELTS 6,5
- Academic transcripts indicating grades - your university will provide this on your behalf. Do not worry about uploading an official transcript on SKEMA’s website
- Copy of passport or ID card
- Birth certificate translated into French or English
- One photograph

ONLINE APPLICATION LINK:

[https://admission.skema.edu/ExchangeIN](https://admission.skema.edu/ExchangeIN)

(No login? [Click here to create login](https://admission.skema.edu/ExchangeIN))

=> Exchange Students:

- As a study abroad student, you have to choose “ExchangeIN - BBA Program” for our BBA exchange program (only available in our Sophia campus)

Acceptance (Proof of Enrollment) letters will be sent **MID JULY 2021** to CEA

STEP 2: PRACTICAL INFORMATION - WELCOME PACK

Once you have completed the online application form, you will receive by email your username and password to access our enrolment portal: **WELCOME PACK**.

On this portal, you will be able to consult lots of practical information for your integration in France.

Please note: the French Social Security Health Insurance is **compulsory** for all non-European citizens studying in France.
Complete Campus France Application – Step 1 of the student visa application process
- Complete Campus France Application - Step 1 of the student visa application process
- Complete as soon as possible and no later than June 15th
- Follow the below instructions to complete the Campus France Application process:
  1. Create Campus France Account at the link below using the attached instructions
    b. Your account may take up to 24 hours to create and activate. You'll be required to verify your email address via an activation email before you can set your password
    c. When creating your account, be sure to check the box that says “I accept to receive emails about the status of my file” (see attached instructions for details)
  2. To complete the Campus France application, you will need the below documents. Have these ready before you begin.
    a. Copy of passport - if your passport is still processing, you can use your State ID or Driver’s License
    b. Passport style headshot
    c. 150 word paragraph about why you want to study in France and why you chose your program/host institution - have this ready to copy and paste into the application
    d. Acceptance Letter – Download this from the lower right hand side of your MyCEA Account under CEA Mailings
  3. Complete & Submit Campus France Application using the attached instructions
    a. Complete and submit the application as soon as possible and no later than June 15th.
  4. Email screenshot of your submitted application to mesche@ceastudyabroad.com and include your Campus France ID Number in the email
  5. Submit Campus France processing fee ($205.00) at this link: [https://docboxcfusa.org/payment.html](https://docboxcfusa.org/payment.html) - Only submit payment at this specific link. This same link is included in the attached instructions. Do not submit payment anywhere else on the Campus France website.
    a. 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 cfaaccounting@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.
  6. After you submit payment, you will be emailed a payment receipt. Forward your receipt to mesche@ceastudyabroad.com by June 15th.

Once your Campus France Application is approved and you receive a confirmation email from Campus France, complete the online visa application and schedule your in-person visa appointment at a VFS Global Center. For instructions, see the Visa Guidelines in your MyCEA Account and the How to Apply for a Student Visa resource from Campus France.
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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT/TASK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15/2021</td>
<td></td>
<td>Online SKEMA Student Registration Form Due</td>
<td>See page 4 for additional instructions and details</td>
</tr>
<tr>
<td>6/15/2021</td>
<td></td>
<td>Campus France Application and Payment Due</td>
<td>Complete the Campus France Application and Payment by this date. See Page 4 for additional details.</td>
</tr>
<tr>
<td>6/22/2021</td>
<td>12:00 pm</td>
<td>Housing Application Deadline</td>
<td>After this date, you cannot submit any housing preferences.</td>
</tr>
<tr>
<td></td>
<td>(noon) MST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/25/2021</td>
<td></td>
<td>Complete online Visa Application and Schedule</td>
<td>After your Campus France application is approved and you receive the Campus France confirmation email, complete the online visa application and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In-Person Visa Appointment</td>
<td>schedule your in-person visa appointment at a VFS Global Center for a date in mid-July. Enter your appointment date in your MyCEA Account.</td>
</tr>
<tr>
<td>6/29/2021</td>
<td>11:59 PM</td>
<td></td>
<td>Most of your MyCEA Account tasks are due on this date, unless otherwise specified including Health Information, Copy of Passport, Digital Photo,</td>
</tr>
<tr>
<td></td>
<td>MST</td>
<td></td>
<td>Emergency Contact Information.</td>
</tr>
<tr>
<td>7/23/2021</td>
<td>11:59 pm</td>
<td>Flight Info Deadline</td>
<td>After this date, you may not enter flight information or qualify for any applicable airport pickup by CEA.</td>
</tr>
<tr>
<td>8/13/2021</td>
<td></td>
<td>Copy of Student Visa Due</td>
<td>Upload a copy of your student visa by this date or as soon as you receive your visa from consulate prior to departing.</td>
</tr>
<tr>
<td>9/03/2021</td>
<td>8 am – 6 pm</td>
<td>Arrival</td>
<td>You must arrive at the Nice International Airport (NCE) airport during this time to qualify for any applicable airport pickup and enter housing. See “Arrival &amp; Departure” for more information.</td>
</tr>
<tr>
<td>9/04/2021</td>
<td>Morning</td>
<td>Mandatory Orientation Begins</td>
<td>Starting September 4th, you will have several mandatory CEA and SKEMA orientation sessions throughout the week prior to the start of classes.</td>
</tr>
<tr>
<td>12/17/2021</td>
<td>12 noon</td>
<td>Program End</td>
<td>Must vacate housing by noon. See “Arrival &amp; Departure” for more information.</td>
</tr>
</tbody>
</table>
ABOUT YOUR PROGRAM

Academics

Courses
- You will enroll in 12-16 credits at SKEMA
  - You'll work with your first year advisor on getting first choice SKEMA courses, as well as alternates, approved for transfer credit
  - SKEMA courses are taught in 3-hour blocks, once per week
  - You may have to purchase textbooks after arrival.
  - Additional course fees may apply depending on your courses. Any fees will be disclosed during the course scheduling process.
  - Transcripts will be provided by SKEMA and emailed to your university 90 days after your program ends, if you have no outstanding fees due to CEA

Academic Facilities
- Courses will take place at SKEMA (see “Contact Information” for address)
- You will have access to computers, Wi-Fi and free printing at SKEMA.
- There are also a variety of study spaces available to students for group work at SKEMA.
- Laptops allowed/recommended, so plan to bring adaptors for plugging in/charging (see “Packing Tips”)
- The CEA Office is located at 16 Rue du Migrainier in Antibes. Students are also invited to study or spend time at the CEA office. It’s central location in Antibes, makes it easy for students to walk in during office hours.

Language Placement Exam
- If taking a French language course, you will complete a language placement exam on site at SKEMA after arriving.

Tutoring Support
- SKEMA professors can provide extra materials, exercises, training and support. You will be able to make appointments with professors to discuss class and review the materials as needed.

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 Antibes. Apartments typically accommodate between two and four students per apartment, and up to 2 students per bedroom. Apartments are centrally located in the heart of Antibes, walking distance from beaches, restaurants, bus stops, shops, and supermarkets. Commute time to the CEA Office will usually not exceed 10-15 minutes walking. Commute time to SKEMA will usually not exceed 20-25 minutes by bus.

What Is Included

- Kitchen: Furnished with pots, pans, dishes, silverware, cups, refrigerator, stove, sink.
- Washing machine
- Pillow and comforter
- Wi-Fi: Signal strength can only be guaranteed in common areas of the apartment.

What Is Not Included

- Meal Plan: CEA will provide you with an unloaded meal card to use for purchasing lunch at the SKEMA cafeteria.
  - You will be responsible for loading funds onto the card using SKEMA’s online system prior to using your card at the SKEMA cafeteria, which is cashless.
  - Lunch typically costs roughly €3.50 EUR per meal, which includes a starter, entrée, and desert chosen from different options, including fish, meat, and vegetarian variations.
  - You will have access to the cafeteria during open hours, typically between 11:30am and 1:30pm Monday through Friday.

- Bed linens & Towels: Plan to either bring your own or purchase after arrival
- Dryer: Dryers are not common in Antibes. Drying racks are used instead.
- Elevators not common in Antibes
- Supplies: Because you will be in an apartment and not a hotel, basics like toilet paper, paper towels, hand soap, drinking water, etc. may not be in your housing on arrival. Your onsite staff can tell you where to purchase these items.
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.

Transportation Pass: A SKEMA Express bus pass, allowing for daily rides between the city center and SKEMA, is included in your program.

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 September 3rd, 2021, adhere to the following procedures:

- Arrival Window: You must arrive on your program start date within the designated timeframe of 8 am – 6 pm CET. Arrival outside of this timeframe disqualifies you from airport pickup by CEA.
- Arrival Location: To qualify for airport pickup, you must arrive only via the Nice International Airport (airport code: NCE). Arriving to a train/bus station or other airport disqualifies you from pickup, and you must find your own transportation to check-in.
- 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.
- Travel to Check-In: If you qualify for airport pickup, CEA will pick you up from the airport and shuttle you to check-in. Enter your flight information into MyCEA by the deadline to qualify (See “Important Dates & Deadlines”). CEA staff will be waiting after immigration, customs and baggage claim wearing CEA t-shirts and/or holding a CEA sign. If you did not qualify for airport pickup, follow onsite staff’s suggestions for traveling to check-in.
- Independent Arrivals: If you are ineligible for airport pickup, the CEA staff will contact you 1-2 weeks before the program starts to coordinate housing check-in. You will be responsible for meeting the staff at the designated location and time. Housing check-in must happen on the program start date before 6 pm CET, otherwise you must make alternate accommodation arrangements for the night.
- 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 a mandatory orientation during first 2-3 days of arriving, 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 17th, 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.

- **Travel to Airport:** Transportation to the airport will be provided by CEA until 12:00pm noon. Your departure flight information will be collected by onsite staff.

- **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. 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!
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 3 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

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.

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.
- The student visa application process has three separate steps:
  
  1. **Complete Campus France Registration**
     - Follow the instructions sent via email for completing this first step by June 15th.
     - Be sure to follow the group Campus France Registration instructions sent via email, rather than the instructions included in the Visa Guidelines for students traveling individually. The instructions sent via email are specific to students studying in France with others from their home university. Because you are studying abroad with others from your home university, you will need to follow the group instructions. Following the group instructions will result in a faster registration processing time through Campus France.
  
  2. **Complete Online Visa Application & Schedule In-Person Visa Appointment**
     - Once your Campus France Registration is complete and has been processed, you’ll follow the visa application and appointment instructions outlined in the Visa Guidelines. Students should book their visa appointment for a date in mid-July.
     - Please also see the [How to Apply for a Student Visa](#) resource from Campus France for tips and instructions.

  3. **Attend In-Person Visa Appointment with required documentation outlined in the Visa Guidelines**
     - Once your Campus France Registration is complete and has been processed, you’ll follow the visa application and appointment instructions outlined in the Visa Guidelines. Students should book their visa appointment for a date in mid-July.

- 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.

**Additional Required Entry Documents**

- As of June 2nd, 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.

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.

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 if other insurance is granted by your university.
• 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 Policies & 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/](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 pack 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.
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.*

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>ORG</th>
<th>TITLE</th>
<th>EMAIL/ADDRESS</th>
<th>PHONE</th>
<th>CONTACT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Esche</td>
<td>CEA</td>
<td>Program Coordinator</td>
<td><a href="mailto:Mesche@ceastudyabroad.com">Mesche@ceastudyabroad.com</a></td>
<td>480-553-8084</td>
<td>Your main CEA contact before you leave the US. Located in Phoenix, AZ.</td>
</tr>
<tr>
<td>D'Jeane Peters</td>
<td>Colorado School of Mines</td>
<td></td>
<td><a href="mailto:dpeters@mines.edu">dpeters@mines.edu</a></td>
<td>(303)-384-3210</td>
<td>Your main Colorado School of Mines study abroad contact.</td>
</tr>
<tr>
<td>Mary Cook</td>
<td>Colorado School of Mines</td>
<td></td>
<td><a href="mailto:marycook@mines.edu">marycook@mines.edu</a></td>
<td>303-384-2121</td>
<td>Another main Colorado School of Mines study abroad contact.</td>
</tr>
<tr>
<td>Kristin Kerr</td>
<td>CEA Antibes / French Riviera</td>
<td></td>
<td>See her smiling face here</td>
<td></td>
<td>Your main contact while in transit and abroad. Kristin's contact information will be shared closer to departure. Located onsite in Antibes (French Riviera).</td>
</tr>
<tr>
<td>CEA Antibes Office</td>
<td>CEA</td>
<td></td>
<td>16 Rue du Migrainier Antibes, France</td>
<td></td>
<td>You are invited to study and spend time at the CEA office located near your housing in Antibes.</td>
</tr>
<tr>
<td>SKEMA Business School</td>
<td></td>
<td></td>
<td>60 rue Dostoilevski Sophia Antipolis 6902 France</td>
<td></td>
<td>This is where your courses will be held. Any relevant email addresses or phone numbers will be shared with you as needed.</td>
</tr>
</tbody>
</table>

CEA Links & Resources

- MyCEA Account: [https://my.ceastudyabroad.com/](https://my.ceastudyabroad.com/)
- CEA Housing Policies: [https://www.ceastudyabroad.com/student-policy/cea-policies#housing-policies](https://www.ceastudyabroad.com/student-policy/cea-policies#housing-policies)
CEA is on Twitter & Instagram! @CEAStudyAbroad
CEA French Riviera Blog: https://www.ceastudyabroad.com/blog/-in-category/categories/blog/french-riviera
CEA French Riviera Facebook: https://www.facebook.com/CEAStudyAbroadFrenchRiviera/

Travel Links & Resources
- Currency Exchange Calculator: https://www.xe.com/
- Centers for Disease Control Traveler’s Health: https://wwwnc.cdc.gov/travel/destinations/list
- 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.