

University of Cape Coast Exchange Guide

Essential Information for GVSU Applicants 8/30/2016

The information in this document is subject to change. PIC aims to provide students with the most up-to-date information; however, information at the host university may change. Updated information will be provided to participants when it becomes available.

If you find a link does not work, please copy and paste the website into your browser. If the link still does not work, please let us know. Links do change frequently. Additionally, the UCC website is occasionally down. If you are unable to access information via a link, please contact PIC.

1 Home School Approval

All GVSU students who want to earn credit at GVSU for a study abroad program must first apply for home school approval through the OASIS online application system, www.gvsu.edu/oasis.

The study abroad application through the GVSU online system (OASIS) allows students to apply for home school approval to participate in a specific study abroad program. If you change your study abroad program at any time, you must submit a *Study Abroad Change Form*. All programs are subject to approval.

Keep your information updated. The Padnos International Center refers to the information in OASIS for up-to-date program information, and student contact information. Please let us know if information changes.

Please note: throughout all of our program documents, the Padnos International Center is commonly referred to as (PIC).

✓ Study Abroad Orientation

All study abroad participants are required to attend one Study Abroad Pre-Departure Orientation. Students who attend one of these required sessions will be eligible to receive their full deposit refund. We will not refund the deposit to students who do not attend one of the many sessions offered throughout the semester prior to your departure.

✓ PIC Required Documents

Once you are “accepted” to participate in your chosen study abroad program, your OASIS account will give you access to additional information, including required forms.





The documents below are due to PIC by: AUG 15 (Fall departures); **DEC 15** (Winter departures)

All students must submit the following required forms in order to be eligible to receive their deposit refund:

- ☐ Flight Itinerary
- ☐ Medical insurance
- ☐ Passport copy
- ☐ Health information

	<p>Students who plan to use financial aid to help cover the cost of their study abroad program must submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Form <input type="checkbox"/> Accept the financial aid you plan to use for your semester abroad in MyBanner. <p>Students who plan to take course abroad that will fulfill specific degree requirements must submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Approval Form and/or email confirmation specifying the departmental approval.
<p>✓ Course Approval Process</p>	<p>For detailed instructions on securing approval for the courses you want to take abroad, visit:</p> <p>http://www.gvsu.edu/studyabroad/partnership-academics-517.htm</p>
<div> <div>2</div> <div>Host University Application</div> </div>	<p>Once a student has been approved by the Padnos International Center to participate in a partnership program, the student will be invited to begin working on the host university application materials. <u>Students are still subject to approval by the host university and must also complete the required application materials to formally apply for this program.</u> Again, the OASIS application is for the home school approval only.</p>
<p>✓ UCC Required Application Forms</p>	<p>The <u>UCC Application and supporting documents must be submitted to the Padnos International Center.</u></p> <p>The Padnos International Center will send detailed application instructions to all exchange participants soon after the GVSU priority application deadline (February 1, or September 10). If you do not receive the application instructions within 1 week after the priority deadline, email Chris Borda at: bordac@gvsu.edu.</p> <p>If you have not yet applied for your passport, do so right away!</p> <p><u>A copy of your passport is required in order for you to apply for this program.</u> Passport processing can take 4-8 weeks.</p>
<p>✓ Course options</p>	<p>http://ucc.edu.gh/academics/</p> <p>Students will register for classes once they arrive to UCC. The orientation provided by the Center for International Education will provide detailed instructions on the registration process. Students will not receive confirmation of courses available to them prior to departure. This information will be available to students during the on-site orientation.</p> <p><i>Students must exercise maximum flexibility during the registration process.</i> Some courses may not be offered even if the website indicates that the course is scheduled to run. Students who have flexibility regarding the</p>

	courses they take abroad will find a wide-range of very interesting subjects available.																																
✓ Program Costs	A detailed budget breakdown is available on the PIC website. Search for University of Cape Coast then look under “Additional Information.” http://www.gvsu.edu/studyabroad/program-details-university-of-cape-coast-644.htm																																
✓ Accommodation	<p>Students will be housed in on-campus housing. Most rooms are double occupancy. Students are often placed with other international students. Most housing placements offer shared bathroom/shower facilities. Students will be required to hand wash clothes since there are no laundry facilities. Wi-fi is available in various places around campus. Students may or may not have reliable wi-fi in the residence halls.</p> <p>The housing payment will be paid to UCC within a few days after your arrival.</p> <p>Unfortunately, there is not currently a link available on the UCC website with additional information.</p>																																
✓ Program Dates/Calendar	http://ucc.edu.gh/academics/academic-calendar																																
✓ Timeline	<div>Timeline for Fall and Winter Semester Participants <i>This is a general timeline and is subject to change from year to year.</i><table><tr><th></th><th>Fall Semester</th><th>Winter Semester (UCO’s spring)</th></tr><tr><td>Apply to study abroad in OASIS (GV application system)</td><td>Deadline for COMPLETED application: FEB 1</td><td>Deadline for COMPLETED application: SEPT 10</td></tr><tr><td>PIC sends host university application instructions to students</td><td>Within 1 week after the PIC priority deadline</td><td>Within 1 week after the PIC priority deadline</td></tr><tr><td>Host university Applications due back to PIC</td><td>By February 15</td><td>By September 20</td></tr><tr><td>PIC sends host university applications to partner universities</td><td>By mid-March</td><td>Early October</td></tr><tr><td>Students attend PIC required Orientation</td><td>February - April</td><td>October - November</td></tr><tr><td>Academic calendar available for entire year & Course Info</td><td>Available online</td><td>Available online</td></tr><tr><td>UCC will send acceptance letter to students. Once students have acceptance from UCC, they can purchase flight.</td><td>May or June</td><td>Early December</td></tr><tr><td>Orientation/arrival dates are confirmed</td><td>June</td><td>Early December</td></tr><tr><td>Housing placements are sent to students.</td><td>on-site</td><td>On-site</td></tr></table></div>				Fall Semester	Winter Semester (UCO’s spring)	Apply to study abroad in OASIS (GV application system)	Deadline for COMPLETED application: FEB 1	Deadline for COMPLETED application: SEPT 10	PIC sends host university application instructions to students	Within 1 week after the PIC priority deadline	Within 1 week after the PIC priority deadline	Host university Applications due back to PIC	By February 15	By September 20	PIC sends host university applications to partner universities	By mid-March	Early October	Students attend PIC required Orientation	February - April	October - November	Academic calendar available for entire year & Course Info	Available online	Available online	UCC will send acceptance letter to students. Once students have acceptance from UCC, they can purchase flight.	May or June	Early December	Orientation/arrival dates are confirmed	June	Early December	Housing placements are sent to students.	on-site	On-site
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 Partner University Contacts	<p>Centre for International Education cie@ucc.edu.gh</p> <p>No. 9 Odamten Road (near Yanney-Ewusi Roundabout) University of Cape Coast Cape Coast, Ghana, West Africa</p> <p>Telephone: +233 3321 33304 Fax: +233 3321 33303 Email: cie@ucc.edu.gh Web: http://ucc.edu.gh/cie/</p> <p>CIE Contacts: Mr. Alfred Ghartey , Assistant Registrar, Center for International Education Mr. Nelson Selawokah, Principal Administrative Assistant Mr. Isaac Eshun, Programme Assistant, Center for International Education</p>									
 Special Accommodations	<p>If you require any special accommodations, please let us know right away. Some accommodations may be easy to arrange through the host university, but others may require months of advance planning. PIC will work collaboratively with you to identify whether or not an accommodation can be made at the host university. It is important to understand that a particular accommodation may not be possible. There is additional information about the process for requesting accommodations on the website listed below. Also, if you have not yet met with your DSR advisor to discuss the accommodations you may need, we strongly recommend you start this conversation. http://www.gvsu.edu/studyabroad/students-with-disabilities-656.htm</p>									
 ATM's/Money	<p>UCC has several ATM's on-campus. This is the most convenient way for students to access funds while studying at UCC. ATM's are not readily available throughout the country. Students will need to plan accordingly if they decide to travel. Ghana is a cash-oriented society. There will be few places where students can use a credit card or debit card. Past participants have also taken traveler's checks since these can be replaced if lost or stolen. There is a bank on UCC's campus where students can cash traveler's checks.</p> <p>Students are encouraged to exchange a small amount of money at the airport. There is a money exchange in the airport prior to exiting. Students should have enough cash to take care of basic needs for the first couple of days.</p>									
 Campus Life	<p>UCC offers a very vibrant campus life. There are always activities taking place on and around campus. Past participants have become involved with volunteer activities, dance groups, shopping in the local markets, and a wide-range of other student activities. Students spend a great deal of time hanging out with friends on-campus. The towns of Cape Coast and Elmina are home to two of Ghana's most important historical castles. The Elmina Castle is considered one of UNESCO's World Heritage Sites.</p>									

3 Travel Resources

Become a WELL-INFORMED traveler! Research your host country before you leave, and avoid going abroad unaware and unprepared. **It is up to YOU, the participant, to research and educate yourself before you leave.**

Visit: www.gvsu.edu/studyabroad, select "Before You Go."

✓ VISA INFORMATION

Link to consulate/timeline for application

Students will be required to apply for an education visa (F1) to enter Ghana. The visa application process takes a minimum of 2-3 weeks. Students should aim to apply for their visa at least a month prior to departure. Information on the visa application procedures can be found on the Ghana Embassy in Washington DC, website:

<http://www.ghanaembassy.org/>

Students must review the visa application requirements on the embassy's website as this information is subject to change. The cost of a single entry visa is currently \$60. **NOTE: Each student must apply for their own visa by following the Ghanaian Embassy's instructions.**

✓ Flights/Arrival City/Travel to host institution

All information about visas is subject to change based on Ghana's immigration policies.

Students attending the University of Cape Coast can request to be met at the Kotoka International Airport in Accra. CIE staff will greet students at the airport exit or just outside the restricted area.

PIC **strongly** recommends that students secure a flight that arrives in Accra during the daytime (before 4 pm). Students who arrive in the early afternoon will be taken to UCC's campus where they can check into housing. Students arriving in the evening will be required to stay in Accra at the UCC guest house. They will travel to Cape Coast the next morning. You will travel by van to the UCC campus in Cape Coast. The drive is approximately 2 hours, but it largely depends on traffic and road conditions.

If your flight is delayed, you will need to contact UCC's Center for International Education, to provide updated arrival information.

UCC will suggest a day that they would prefer you arrive. You will be expected to arrive on this day or make your own way to the University of Cape Coast.

✓ CDC Report/WHO

All study abroad students are strongly encouraged to carefully review the CDC report for the country they plan to study in. The CDC report provides information on required and recommended immunizations, health and safety advice, and packing tips. Visit: www.cdc.gov. **Ghana does require all travelers to have yellow fever vaccination.**

The World Health Organization (WHO) offers extensive information on health topics, critical health situations, statistics, world health reports, country-specific information for travelers. Visit: www.who.org

✓ State Department Travel Information

All GVSU study abroad students are required to register their trip with the US State Department through the Smart Traveler Enrollment Program. Visit: <http://travel.state.gov> for details. Students should also carefully review the country information posted on the State Department website. Safety and security considerations are often listed in this document.

✓ Mobility International (MIUSA)	MIUSA is national leader on providing comprehensive disability support and resources for students for disabilities going abroad. If you have a disability, we strongly encourage you to utilize the resources available through this organization as you prepare for your journey. http://www.miusa.org/
✓ Study Abroad Advisors	<p>The Padnos International Center has a number of advisors available to answer question you may have throughout the process.</p> <p>General advising: Stop into 130 LOH to speak with a Peer Advisor or email studyabroad@gvsu.edu.</p> <p>Post-acceptance advising, host university application information, and while you are abroad: Rebecca Hambleton, Director, Study Abroad & International Partnerships, hambletr@gvsu.edu AND Chris Borda, Coordinator of Study Abroad & International Partnerships, bordac@gvsu.edu.</p>
<div> <div>4 Safety and Security</div> <div>}</div> <div>Concerns about safety and security are very common among study abroad students and their families. PIC offers a pre-departure orientation, online resources, and individual support to students who have concerns about safety in another country.</div> </div>	
✓ Resources for emergency situations	http://www.gvsu.edu/studyabroad/health-safety-538.htm
✓ Health and Safety Guide from UCC	http://cie.ucc.edu.gh/Health-and-safety/health-and-safety
✓ Reporting an incident	<p>If you experience an incident abroad, please contact Rebecca Hambleton, hambletr@gvsu.edu to file a report on the incident. When you file a report, every effort will be made to connect you with resources that are available to you if you.</p> <p>Other important campus resources that are available to GVSU students in need of assistance with a critical incident:</p> <ul style="list-style-type: none"> • Women's Center, http://www.gvsu.edu/women_cen/ • Counseling Center, http://www.gvsu.edu/counsel/
✓ Overseas Security Advisory Council (OSAC)	The U.S. Department of State created OSAC to promote cooperation between America's private sector worldwide and the U.S. government on issues of security. Daily news can be found on this site, as well as country crime and safety reports. https://www.osac.gov/
✓ Association for Safe International Road Travel (ASIRT)	<p>ASIRT offers more than 100 country road travel reports with guides for travelers including information on potentially dangerous conditions, road conditions, common road practices, traffic laws and more. Country reports are available for a fee. Additionally, the website does offer helpful tips for travelers.</p> <p>www.asirt.org</p>

5 Cultural Adjustment

Attitude is EVERYTHING!

You will get out of this experience what you put into it. Please remember, you have applied to study abroad to experience something different from what you experience here at GVSU. The most successful study abroad students are those who exercise flexibility and are open to change.

✓ Culture guides

PIC offers a variety of country-specific resources that you can explore. Visit our website at:

<http://gvsu.edu/studyabroad/additional-information-university-of-cape-coast-644.htm>

✓ Returning home

<http://magazine.lifeafterstudyabroad.com/contents>

Many students indicate that returning home from study abroad is far more of an adjustment than the initial adjustment to the host country. Students have a variety of experiences upon their return home. PIC offers a welcome back event that brings study abroad students together to share what they learned abroad, and to connect about the challenges of returning home after adapting to a different culture for many weeks or months. This event offers a career planning component to help you think about how to articulate to future employers what you learned through your experiences abroad and how this will help you in your career development.

Visit the PIC website for information about adjusting to life back home after study abroad!