Welcome SAF Students!

Welcome from the Study Abroad Foundation Headquarters (SAF HQ) in Indianapolis, Indiana. Once you have departed for your host university, the SAF HQ will become your primary point of contact. You should feel free to contact us with any questions you have during your time abroad. Our normal business hours are Monday-Friday from 8:30am-5:00pm (Eastern Daylight Time). In the case of an emergency outside normal business hours, please refer to the emergency contact information provided to you by your home SAF country office prior to departure, or contact SAF HQ using the emergency numbers below.

SAF HQ Contact Details
info@studyabroadfoundation.org
Office Phone: +1-317-925-2943
Mobile Help Line: +1-317-358-7025
Secondary Mobile: +1-317-777-0693
Japanese Speaker Mobile: +1-317-319-7443

SAF HQ Staff

Carol Carmody-Vice President
Carol is a founding director of SAF. She began her career in international education in 1989 with the Institute for Study Abroad at Butler University. Carol has also worked at Butler University and Ball State University. She is a graduate of Colorado State University and the University of Edinburgh, Scotland (MSc). She studied abroad in Australia and Germany as an undergraduate student.

Molly Purcell-Program Coordinator
Molly began working with SAF in 2006. Molly graduated from Marian University with a degree in Art History and studied abroad at the University of Glasgow in Scotland. Molly has a background in sales and marketing and has also worked abroad in Germany.

Melissa Trahyn-Program Coordinator
Melissa began her work at SAF in February 2010. Prior to joining SAF, Melissa worked at Butler University in the International Student Services office and the American Language Academy. Melissa’s first trip abroad was to Tirana, Albania, and since then she has traveled and lived extensively in Eastern Europe and Central Asia. Melissa taught English in Baku, Azerbaijan and at the International School of Indiana. She holds a Bachelor of Music Education degree from The Ohio State University and a MS in Effective Teaching and Leadership with a focus in Instructional Technology from Butler University. She is fluent in Spanish and has studied Azerbaijani and Russian.
Fumie Ichikawa-Program Coordinator

Fumie joined SAF in February 2009. Fumie earned her bachelor's degree in Management from Sophia University in Tokyo, Japan and her Master of Business Administration from University of Missouri, where she originally attended as an exchange student. Fumie is fluent in English and Japanese and has taught intermediate Japanese courses at the University of Missouri. Prior to joining SAF, Fumie worked in logistics and purchasing in the automotive industry.

Zach Simon-Program Coordinator

Zach began working at SAF in January 2011. He attended Wittenberg University for his undergraduate studies where he double-majored in History and East Asian Studies. Zach also spent one year abroad at Kansai Gaidai University in Osaka, Japan. He became interested in international education during his three years in Kanazawa, Japan where he worked as an Assistant Language Teacher on the Japan Exchange and Teaching Program (JET).

Eric Galligan-Program Coordinator

Eric began working at SAF in July 2012. He is a graduate of Butler University earning a bachelor's degree in Journalism, with a minor in Chinese. Eric spent a summer studying at Nankai University in Tianjin, China, and upon graduation returned to China receiving a scholarship to further his Mandarin Chinese language studies at Zhejiang University in Hangzhou. After a year of study, Eric stayed two more years in Hangzhou, teaching English at a language academy.

Chris Hartley-Student Accounts Manager

Chris began his work with SAF in May 2008 as a Technology Consultant and was hired as Student Accounts Manager in 2009. Chris came to SAF with a wide array of experience and knowledge. After completing his BA in Political Science at Beloit College, Chris worked as a program specialist in student life at Beloit. He then worked as a producer and journalist at a community radio station in Madison, Wisconsin and following this experience he worked as an IT coordinator for post-Katrina disaster relief in New Orleans. Most recently he worked as a engineer in the healthcare field in North Carolina and worked abroad in Tanzania on a small-scale solar power project.
Money Matters

Each semester, a few SAF students receive emails or other notices from their host university that fees have not been paid on their behalf. There are a number of reasons why this happens and while SAF has taken measures to reduce the occurrence of invoices being sent directly to students, our experience has shown that sometimes this cannot be avoided. If you receive an invoice for any expense included in your SAF Program Fee (tuition, mandatory fees, housing while classes are in session, housing deposit, arrival transportation), or see a financial hold on your account—please notify the SAF HQ in Indianapolis immediately. Under no circumstances should you pay money directly to your host university until you have spoken to someone at SAF HQ.

Emergency Assistance

SAF students are provided with a 24/7 emergency assistance telephone number, which enables you to place a toll-free or collect phone call to an emergency assistance line in your native language. You should have reviewed this information with the SAF office in your home country prior to your departure. If you are unclear about how to contact your 24/7 emergency assistance provider, please let us know! Make sure you have emergency information available to you at all times (in your wallet, saved in your mobile phone, etc).

In the case of a serious emergency, illness or accident, you should also contact SAF HQ or your home SAF office and we will make every effort to assist you. With SAF HQ in the US and SAF Country Offices in Asia, our organization is virtually open and available 24 hours a day.

If you need help deciding which office to call depending on the time of day, this Time Zone Converter is a useful tool:
http://www.timeanddate.com/worldclock/converter.html

Non-Emergencies

Problems with course registration, housing, meal plans or roommates are not immediate emergencies. If you need help from SAF with serious, but not immediate emergencies, please contact us during normal business hours (Mon.-Fri. 8:30am-5:00pm, EDT) at +1-317-925-2943 or info@studyabroadfoundation.org.

Join us on facebook...to connect with other SAF students around the world

SAF-Study Abroad Foundation
http://www.facebook.com/StudyAbroadFoundation

Add SAF HQ on Skype and talk for free! The SAF HQ Skype name is:

StudyAbroadFoundationSAF
Available between 8:30am and 5:00pm M-F or by appointment
SAF Student Liaison Officers (SLO)

If you are attending a host university outside of the United States and Canada, you might be contacted by an SLO with an invitation to an event or meal. SAF Student Liaison Officers (SLOs) are also available to help in case of an emergency. SAF SLOs 2012:

SLO Australia: Odette Tuitama-Roberts
Odette has worked with SAF since 2008. She is currently the Marketing Manager for Bond College at Bond University.
odette.troberts@studyabroadfoundation.org
+61-419-757-261

SLO Korea: Suyeon Jo
Suyeon Jo joined SAF in December 2011, and is currently a Program Coordinator at SAF Korea. She is a graduate of Seoul Women’s University with a major in Media & Communications; she studied abroad in the US for a year.
su.jo@safkorea.org
+82-(0)10-9536-2300

SLO China: Jessie Jiang
Jessie joined SAF as a program officer in August 2011. She graduated from Shanghai Normal University where she majored in Tourism Management; she studied abroad in the US for a semester.
jessie.jiang@studyabroadfoundation.org
+86-(0)180-1937-3112

SLO New Zealand: Kana Imuta
Kana is a native of Japan and attended Claremont McKenna College in California as an undergraduate. She is currently working on a doctorate in Developmental Psychology at the University of Otago.
kana.imuta@studyabroadfoundation.org
+64-22-600-3686

SLO Spain: Risa Imamura
Risa joined SAF in 2009. She studied Spanish at Osaka University and has lived in Spain since 2005.
risa.imamura@studyabroadfoundation.org
+34-676-86-21-67

SLO Switzerland: Felix Ackermann
Felix is bilingual in German and Japanese and proficient in English, French and Italian. He is currently studying Architecture at EPF Lausanne, and has worked with SAF since 2010.
felix.ackermann@studyabroadfoundation.org
+41-79-6609325

SLO Germany: David Roy
David is completing a degree in East Asian studies at the Universitat Leipzig. He studied abroad at Chiba University in Japan in 2010/11 and he joined SAF in 2011.
david.roy@studyabroadfoundation.org
+49-176-6785-7781

SLO UK and Ireland: Sally Herd
Sally is a native of Canada and attended McGill University as an undergraduate and SOAS in London for her Master’s. Sally lived in Japan for 2 years and has been with SAF since 2010.
sally.herd@studyabroadfoundation.org
+44-(0)78-0741-2555
Academic Information

As a visiting student, you will be entering an academic system that has different expectations and different requirements than the academic system in your home country. It is important that you understand these differences by paying close attention to instructions, reading all materials provided to you with care and asking questions whenever something is confusing to you. Some important characteristics of your host country academic systems are as follows:

The Syllabus
In most cases, the syllabus establishes the course framework, which will be followed throughout the term. Typically, a syllabus will list the professor’s name, office address, office phone number and office hours. Most professors are willing to meet outside these hours by appointment. You are encouraged to contact your professor if you have any questions or concerns about course material or your academic progress.

Attendance
Class attendance is extremely important and is usually required unless a professor states otherwise. Not attending class may result in a lower grade or no credit for the course. If you are unwell, and are unable to attend a specific class session, you should contact the professor before class and let him/her know. Most professors understand in these cases.

Class Participation
In many classes, students are not only encouraged to participate in classroom discussions; they are expected to do so. The final grade that you receive in a course may reflect a combination of factors including written work, exams and participation in or contribution to class discussions. If you sit quietly and do not offer opinions or ask questions, your final grade may be adversely affected. Do not be afraid to talk in class. Talking in class indicates that you are thinking about the topic of conversation and it may help you to clarify your thoughts.

Taking Notes
Although this is not usually a requirement, it is an important habit to get into. In the U.S. much of the lecture material may be included on exams, while in the UK and Europe lectures often provide students with resources that will aid in the study of the course material. No matter where you study, remember, it is not necessary to try to write down every word your professor says. However, you should be sure to cover the main points of the lecture in your notes for future reference.

Housing Information

The cost of housing is included in your SAF program fee and is based on the average cost of local, student, self-catering, accommodation; usually a shared room in a residence hall or university apartment without any extra features. If you are assigned a full service residence hall, which may include a mandatory meal plan, there will be a supplemental charge. The SAF program fee includes the cost of housing only when classes are in session. At the discretion of your host university, you may be able to remain in university housing over vacation periods (summer, fall break, winter/Christmas break, spring break, etc.) at an additional charge. Please feel free to contact SAF HQ with questions about housing availability and costs during university breaks.

Billing

If you have any questions about billing or what your SAF program fee covers, please feel free to contact our Student Accounts Manager, Chris Hartley.
SAF Student Portal

SAF is in the process of developing an online student portal that allows applicants to check the status of their application (i.e. prior to departure) and provides participants with a quick and easy way to communicate with SAF (i.e. while abroad). We anticipate a formal launch of the SAF Student Portal on October 1, 2012. You will receive an email with your username and password to log-on at www.safdb.net/apply_online/.

Host University Address
Through the SAF Student Portal you will be able to confirm your host university address. Occasionally SAF participants change their host university accommodation; when this happens it is important that you notify SAF HQ of the address change via the student portal.

Mobile Number
We know that SAF students are incredibly busy. We do not often need to contact students, but when we do it is helpful for SAF to have your local cell phone number. Please be sure to input your local cell phone number onto the SAF Student Portal.

Course Registration
Once you have finalized your course registration at your host university, it is important to record this information on the SAF Student Portal. We ask that you do this so we can confirm that you are enrolled in the minimum number of credit hours required by your student visa, and also to alert your home university of your class registration, should they require this information.

Student Travel
We know that SAF participants are on the go. You have only a short period of time in your host country, and we understand that you want to make the most of each and every week and weekend. While we encourage you to learn more about your host country and host culture through travel, we also would like to encourage you to log your travel plans on the SAF Student Portal. It will take you no time at all to provide us with your travel dates, destination and emergency telephone numbers.

Willing to Help
If you have any questions or concerns during your time abroad, SAF HQ is here to help. The staff in Indianapolis, Indiana, USA work closely with all of our member universities to ensure that you receive the most appropriate and quick assistance possible. Please do not hesitate to contact us for help with problems or issues, big or small.

SAF HQ Visits
Each semester members of the SAF HQ staff make visits to SAF host universities. We cannot visit each host university each semester, so we schedule our visits in rotation. If SAF staff visits your campus, you will be notified in advance (typically by email) and you will be invited to attend an SAF-sponsored event or activity. Please note, SAF HQ covers the cost of the event or activity; that is, these events are free to SAF participants. When an invitation says RVSP, you need to confirm your attendance with a return email or phone call. Please come!

Wishing you the very best,

SAF HQ and SLO Staff