CGIS: Central European Studies in Warsaw, Poland

Fall 2018 and Winter 2019

Student Program Supplement

University of Michigan
Center for Global and Intercultural Study (CGIS)
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Congratulations on your participation in the CIEE program: Central European Studies in Warsaw, Poland. The information in these pages explains how the program will work for you as a U-M student and should be read in conjunction with CIEE’s enrollment materials and the Central European Studies Program Handbook, as well as CIEE’s Program Dates, Details, and Arrival Information (which are all available on the CIEE online application system). Please take this information with you when you go abroad. This handbook is also available electronically in your MCompass application (located in the “Documents” section of your application). Please also peruse the general information under “Students” on the CGIS website.

PROGRAM OVERVIEW

As a U-M student at the CIEE program on Central European Studies in Warsaw, Poland, you will take courses organized specifically for CIEE students at CIEE’s Study Center at the Warsaw School of Economics (WSE), the oldest and largest economics university in Poland. Coursework includes a 4-credit Polish language class as well as 3-credit area studies classes (for a total of 15-18 credits). These will be offered in such fields as East and Central European politics, literature, history, and economics. All area studies classes are taught in English. Business and economics courses in English are also available at the Warsaw School of Economics for students at an advanced level. Students fluent in Polish may also attend courses offered for undergraduate and graduate full-time WSE students. For more information on academics and the available courses, please visit the CIEE website at: https://www.ciee.org/go-abroad/college-study-abroad/programs/poland/warsaw/central-european-studies

Students select a preliminary course schedule in the U.S. before going abroad. The courses selected constitute your Preliminary Registration. There will be an opportunity to change courses during the first days of the regular semester. Once this add-drop period ends, all courses for which you are registered will remain final, and will be permanently listed on your Course Registration Record. It is the student’s responsibility to check that their Course Registration Record is accurate, so that the CGIS receives an accurate transcript used to update your U-M transcripts.

At the same time you are participating at the CIEE program in Warsaw, you will be registered at U-M as a full-time student in the appropriate STDABRD course. Please register for STDABRD 463 – CGIS: Central European Studies in Warsaw, Poland. You will register for 15 placeholder credits, which will be replaced by the courses and credits you took abroad after your return.

LSA students will earn in-residence credit for your work in the St. Petersburg program and grades will be taken from the CIEE transcripts without conversion. The grades will be calculated into your U-M GPA.

Non-LSA students must check with their college or school to determine its policy on CGIS credits, grades, and GPA.

The comprehensive CIEE online student manual contains useful information about how to handle money while in Poland, what to pack (and what to leave at home), and what you can expect while studying at and living in Warsaw and Poland. Please read it carefully and be certain to take it along with this program supplement with you when you travel.

IMPORTANT DATES

At the beginning of each semester, CIEE organizes a mandatory orientation for newly arrived students. Please do not book your flights based on the dates below, but instead wait until you receive this information in the CIEE program updates. CIEE will provide an airport pickup provided you complete the Flight Arrival Survey located in your online application/checklist.
The program dates can be found on the CIEE website and CIEE will provide program participants with a more detailed overview of key dates closer to departure times. [https://www.ciee.org/go-abroad/college-study-abroad/programs/poland/warsaw/central-european-studies](https://www.ciee.org/go-abroad/college-study-abroad/programs/poland/warsaw/central-european-studies)

CGIS does not make travel arrangements, and all students make their own flight reservations to Warsaw. Students should make their flight reservation to arrive on the date and time indicated in the Dates, Details and Updates document, located in their CIEE online application. Those students whose arrival coincides with the indicated times will be greeted by the CIEE Resident Staff.

CIEE will handle travel arrangements for program-sponsored excursions. Students take care of any independent travel themselves.

**HOUSING**

Housing is included in the program fee. CIEE students live together in double rooms in a Warsaw School of Economics dormitory, with shared bath and kitchen facilities. Polish and other international students live in the dormitory as well. The dormitory is located very close to the campus, and city bus and tramway stops. The metro station is a short ten-minute walk from the dormitory. Meals may be taken at the student cafeteria or in restaurants and cafés in Warsaw, or may be prepared in the dormitory. Meals are not included in the program fee and are the responsibility of the student.

**FEES AND BILLING**

Although students are registered at U-M while participating in the program, tuition, housing, and other fees are set by CIEE. An administrative fee of $900/term and the CIEE program fees will be billed to the students account by U-M Student Financial Services. The University of Michigan will pay CIEE on your behalf.

Please see program budget sheet on the MCompass brochure page for more information: [https://mcompass.umich.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10292&Type=O&sType=O](https://mcompass.umich.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10292&Type=O&sType=O)

Other financial information is provided in the CIEE handbook; please be sure to read that information carefully.

**WHO TAKES CARE OF WHAT**

CIEE is responsible for acceptance decisions, all academic arrangements, on-site orientation, and housing. CGIS assists students in preparing to study in Warsaw, provides support services while abroad, and processes academic results from study at CIEE for U-M academic records. Each student is responsible for obtaining a passport, applying for a visa, making the travel reservations, and paying program fees and CGIS administrative fee to their U-M Student Financial Account. CGIS will pay CIEE for your program on your behalf. The CIEE Program Handbook contains useful information about how to handle money while in Poland, what to pack (and what to leave at home), and what you can expect while studying at CIEE and living in Warsaw.

**VISA**

**IMPORTANT-PLEASE READ:** Obtaining a visa and following the correct procedure is ultimately the responsibility of each student who is applying. CGIS and CIEE will try to provide assistance in the process, but the Polish Embassy make the final decisions regarding the issuance of the visa and whether or not you have followed the proper procedure. You are encouraged to read the general guidelines that have been provided to you by CGIS and CIEE and to carefully review the official Embassy site to be certain you are following the procedures and requirements that the Polish government has given to
applicants. The CGIS is not responsible if the following information differs from the Polish Embassy requirements.

Please visit www.polandembassy.org for current visa requirements and fees. You should also refer to your Visa and Immigration Information document available on your CIEE online application for instructions in completing the visa application and the process.

CONTACT AND VISITING INFORMATION FOR AMERICAN CITIZENS

Student may want to register their stay in Poland with the nearest American consulate or embassy. It is important so that the American Embassy knows where to reach you in the event of an emergency. You should register your travel plans prior to departure with the U.S Department of State via the "Smart Traveler Enrollment Program" (STEP). Here is a link to their website: https://step.state.gov/

The United States Diplomatic Mission to Warsaw, Poland.
Please visit their website for information on the services they provide for American Citizens: Website: https://pl.usembassy.gov/

American Citizen Services Section (at the Diplomatic Mission in Warsaw):
ul. Piekna 12
00-540 Warsaw
Poland
Tel. +48/22 625-1401, 504-2784
Fax: +48/22 504-2122
E-Mail: acswarsaw@state.gov

Before going to the consulate or embassy, you may want to call ahead to check office hours devoted to providing services to U.S. citizens, usually limited to two or three hours a day. Please check the American Citizens Services (ACS) Unit in Warsaw website for the open hours and online appointment system. https://pl.usembassy.gov/u-s-citizen-services/. Do not forget to take your passport with you when you go.

U.S. Consulate General Krakow:
American Citizen Services Section
U.S. Consulate General
ul. Stolarska 9
31-043 Krakow
Poland
Tel: +48-12-424-5183
+48-12 424 5122
Fax: +48-12-424-5103
E-Mail: KrakowACS@state.gov

If travelling to other countries (or locations in Poland), please check this U.S. Department of State website for information on other U.S. Embassy, Consulate, or Diplomatic mission locations and information: http://usembassy.state.gov/.

A FINAL WORD

Enjoy your time in Warsaw. You may find you have more independence than at Michigan, and this can enable you to pursue interests and take advantage of opportunities that might not present themselves here. If there is anything our office can do to make your stay easier, please let us know.
CONTACT INFORMATION

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CIEE’S PORTLAND OFFICE

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EMERGENCY
In the event of an emergency on-site, immediately call local emergency services. You should know your local address and the 911 equivalent number in your host country and carry that number with you at all times.

Contact your local program director/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan Department of Public Safety, which has the following 24 hour number: (734) 763-1131. They will then contact the necessary on-campus offices, including the Center for Global and Intercultural Study, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly.

To contact GeoBlue Insurance in the event of an emergency or regarding insurance questions call 1.800.257.4823 or collect +1.610.254.8771 or globalhealth@geo-blue.com.