

EAP Dependent Packet

*Information and Forms for EAP Participants Accompanied by Spouse,
Registered Domestic Partner, and/or Children*

The Universitywide Office of the Education Abroad Program (UOEAP) counsels applicants that taking a spouse, registered domestic partner with a Certificate of Registration of Domestic Partnership (California Family Code Section 297-297.5), or children abroad, hereafter referred to as 'Dependent(s)', presents additional challenges and responsibilities for which the student must be well prepared. These challenges may not necessarily prevent participation in EAP, but our experience has been that the impact of the issues involved in taking dependents abroad are exacerbated by the unfamiliar culture of the host country, housing issues, and additional financial burdens. Furthermore, some programs and/or host universities **do not** allow for the participation of Dependent(s). A list of these programs is [attached](#).

EAP makes every reasonable effort to help students with Dependent(s) investigate options abroad, but EAP has found it highly unlikely that facilities and/or support services will be available in the same range and quality as on a UC campus. It is vital for students to understand that EAP *cannot* make the actual arrangements abroad for students with dependents traveling with them. It is the **student's** responsibility to ensure that all necessary arrangements and payments have been made in a timely manner, and this will require a substantial investment of the student's own time and resources in securing proper accommodation and services.

Things you need to do if you are planning to take Dependents with you on EAP:

1. Notify EAP immediately. Notification should be given to both the local campus EAP office and the appropriate Operations Specialist at UOEAP.
2. Complete the *EAP Dependent Packet*. Read it carefully, sign it, and return it to the Campus EAP Office or to UOEAP. If your Dependent is a registered domestic partner (same sex), you must also submit an [Affidavit of Registered Domestic Partnership](#).
3. [Education Abroad Program Insurance Plan](#): Read and understand the EAP insurance policy, note the plan benefits, and make sure that this plan provides adequate coverage for your Dependent(s). Based on the medical history of your Dependent(s), and after reviewing the terms of the EAP insurance plan carefully, you may want to consider buying additional insurance for your dependent while abroad, or keeping your USHIP/GSHIP in addition to the required EAP insurance policy. **Be sure to complete the attached insurance enrollment form, enclose a check for the mandatory insurance premium, and mail it to the address indicated on the form. The EAP Dependent Packet will not be processed without proof of the insurance payment (in the form of email confirmation from the insurance broker).**
4. Investigate the nature and availability of facilities and services abroad. Your Campus EAP Advisor and the Operations Specialist at UOEAP will help you get in contact with the on-site representatives of EAP, who can help you initiate this process.
5. Determine whether your Dependent(s) will need vaccinations and or special clearances to travel to the host country. Determine the level of safety involved in bringing your Dependent(s) abroad with you.
6. Contact the nearest Consulate of the host country to determine what special requirements there may be for obtaining visas for Dependent(s) entry and residence abroad. These requirements may differ from yours as a student.
7. Ensure that you will have adequate financial resources to cover the extra costs of your Dependent(s) while abroad. Be aware that working abroad is not always an option. There are often regulations in place in the host country restricting foreign students or their dependents from working for monetary gain while abroad.
8. Stay in touch with the Operations Specialist for your program at UOEAP, so that s/he can remain informed of your progress through these steps.
9. If possible, plan to go abroad early, before the program's scheduled start date, to be sure that the arrangements you have made will work out.

Things to bear in mind as you plan your stay abroad.

- Living and studying with a dependent abroad will probably be much more complicated than you anticipate. Assume that a **lower level of services and facilities** may be available to you abroad than you are accustomed to at home.
- Make contingency plans in case your expectations are not realized.
- Ask if any housing facilities are available for students with Dependent(s).
- Thoroughly investigate child care and/or educational facilities if you are planning on taking a child with you.
- Find out what it is like to live in the host country with children or other Dependent(s). Will there be special issues that affect single parents, for example?
- Dependent(s) is/are not guaranteed permission to participate in classes, housing, social activities or trips, etc. without permission of the Study Center Director or Liaison Officer. EAP does not pay for this participation if it is approved.

EAP Dependent Packet (continued)

The University of California Education Abroad Program is an academic program designed for university students. It is not designed for Dependent(s). The host universities, as well as the EAP study center directors and staff, have no resources to facilitate the accommodation or other needs of Dependent(s).

EAP students who have taken Dependent(s) with them to their host country have reported encountering "severe problems" finding affordable housing, schools, transportation, and child care. Most of these EAP students did not have the contacts or the resources to adequately attend to these vital matters. Consequently, they missed Orientation, part of the Intensive Language Program (ILP) and, very often, classes. A number of students have had to withdraw due to the lack of appropriate housing or child care. Remember that withdrawal from the Education Abroad Program after the official start date is considered withdrawal from the University of California.

If dependents accompany you on an EAP program, you are hereby advised that you may encounter serious difficulties, including unexpected financial hardships. UOEAP urges you to begin making your own arrangements for housing, child care, schools, etc., immediately, so you will be able to fully participate in the academic program upon arrival in the host country. In addition to EAP requirements, host countries have their own visa or residence requirements (for example, many host countries require that Dependent(s) obtain a TOURIST visa). *Contact the nearest appropriate Consulate and ask about all of the specific requirements.* Be sure to inquire about extending tourist visas while abroad.

If you choose to have dependents accompany you on EAP, you are required to complete the EAP Dependent Packet.

The following items must be returned to the UOEAP Office together with all other required PFI items (make copies for your records):

1. **Memorandum of Understanding (attached):** Read, complete, and sign this Memorandum (attach to Statement of Intent).
2. **Statement of Intent (below):** Complete and sign below.
3. **Written Explanation:** Attach a written statement of your particular situation explaining your plans for housing, child care and schools (if necessary), for our records.
4. **Affidavit of Registered Domestic Partnership** (if applicable).

STATEMENT OF INTENT

Please indicate whether or not you wish to have your Dependent(s) included in the EAP group arrangements. NOTE that participation in all activities is subject to final approval by the program's Study Center Director.

The EAP fee for Dependent(s) participating in the activities listed below is generally the same as the fee reflected in the "Student Budget Worksheet", which is posted under the Current Participants portal of the EAP website. Fees may vary for Dependent(s) who are minor children and for any Dependent(s) wishing to participate in the Intensive Language Program (ILP). Unfortunately, due to contractual, academic, and other program arrangements, it may not be possible for Dependent(s) to participate in the ILP. Similar limitations may apply to housing for programs in which the student's housing is paid through EAP.

You will be billed for the related cost as soon as EAP determines if it will be possible for your Dependent(s) to participate in the activities selected. Please note that (1) payment is due 30 days before your official program start date and (2) EAP cannot refund non-recoverable costs if your Dependent(s) do not participate in the activity as scheduled.

Study Center Approval Obtained

	Yes	No	# of Dependents	Yes	No
Normally scheduled Orientation activities participation:	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Intensive Language Program participation (if appropriate):	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Room and meals during ILP participation (if appropriate):	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Social and cultural events participation*:	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**If you checked 'yes' on # 4, costs will be determined and payable directly to the Study Center Director upon arrival. Approval for participation in events must first be obtained by the Study Center Director or Liaison. Please print a pre-departure telephone number and address where you can be contacted if necessary:*

Student Signature: _____ Host Country/EAP Program: _____

Print Student Name: _____ UC Campus: _____ Date: _____

EAP Dependent Packet *(continued)*

Limited or Restricted EAP Programs
for Students with Dependent(s)

Programs on which accompaniment by spouses, registered domestic partner (opposite or same sex), or dependent children is discouraged by host universities:

Barbados	All India programs
Brazil, Bahia Language and Culture	All Italy programs
All Germany programs	UK summer programs
All Hungary programs	UC London fall semester

The following host universities and/or programs are not in a position to accommodate and will not accept students accompanied by dependent children:

France, AUP
France, Lyon Fall
France, Bordeaux Fall
Vietnam

The following host universities and/or programs cannot accommodate and will not accept students accompanied by spouses, registered domestic partner (opposite or same sex), and/or dependent children.

Australia, Queensland Marine Studies, Fall	Russia programs
Costa Rica, Monteverde	South Africa
Ghana	Spain, Córdoba
Meiji Gakuin University, Japan	Spain, CIII
Korea	Spain, Madrid Summer
Mexico, Morelia Summer	

IMPORTANT: If a program is not **SPECIFICALLY** mentioned in these categories, **do not assume that it is appropriate for spouses, registered domestic partner (opposite or same sex), or dependent children to accompany you.** Always ask your Campus EAP staff for assistance.

EAP Dependent Packet (continued)

MEMORANDUM OF UNDERSTANDING

FOR EAP STUDENTS WITH A SPOUSE, REGISTERED DOMESTIC PARTNER, AND/OR CHILDREN

The Regents of the University of California enter into agreements with various institutions throughout the world to provide for the participation by students of the University of California in educational programs at these host institutions.

While it accepts no responsibility for Dependent(s) accompanying students, the University acknowledges that to facilitate the participation of students with Dependent(s), provisions for Dependent(s) must be made, and, WHEREAS, I

_____ (print your name here) will be participating in the Education Abroad Program

at the _____ Study Center, and it is my intention that I be accompanied by my Dependent(s):

a. Name _____ Birth date _____ Relationship to student _____

b. Name _____ Birth date _____ Relationship to student _____

c. Name _____ Birth date _____ Relationship to student _____

THEREFORE, I (hereinafter referred to as Student) understand that the following terms and conditions will apply:

- 1. The University of California accepts no responsibility for the transportation arrangements of Dependent(s).
2. Upon request, arrangements may be made for Dependent(s) to participate in normally scheduled arrival and orientation activities. Student agrees to pay the full cost of such participation, payment to be made not less than 30 days prior to departure.
3. The University of California accepts no responsibility for the housing arrangements of Dependent(s). The entire cost of housing shall be borne by Student.
4. Throughout the academic term, various social and cultural events may be provided by the University of California. Upon request and approval of the Study Center Director, Dependent(s) may participate in such activities. Student agrees to cover the full cost of such participation of Dependent(s). Payment shall be made to the Study Center Director.
5. The University of California requires that Dependent(s) accompanying students abroad be insured under the EAP Accident and Sickness Plan provided to students. Student agrees to cover the full cost of the premium. Payment must be mailed directly to the insurance broker together with the attached Dependent Enrollment Form.
6. Student understands and agrees that all costs relating to Dependent(s) are Student's individual responsibility. Where, in an emergency situation, the University of California incurs financial obligation on behalf of Dependent(s); student agrees to reimburse the University of California for said costs.
7. Student, for, and in consideration of, permission by The Regents of the University of California to allow Dependent(s) to accompany Student during his/her participation in the Education Abroad Program, hereby indemnifies and holds harmless and releases and forever discharges The Regents of the University of California and all the agents, officers, assistants, and employees thereof, either in their individual capacities or by reason of their relationship to said Regents of the University of California and their successors, from any and all claims and demands whatsoever which the undersigned, or the undersigned's dependents, heirs, representatives, executors, administrators, or any other persons, have or may have against The Regents of the University of California, by reason of any accident, illness, or injury or other consequences arising or resulting directly or indirectly from the undersigned's or the undersigned's Dependent(s) participation in the aforementioned Program, including, but not limited to, any air flights or other travel that is Program-related and occurs during the Program. It is mutually understood between the parties hereto that this Memorandum of Understanding is an addendum document to the Student Agreement and does not alter or modify any provisions of the aforementioned Agreement.

WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Memorandum of Understanding the date and year written below.

UNIVERSITY OF CALIFORNIA

[Handwritten Signature]

Student Signature

Date

EDUCATION ABROAD PROGRAM

UOEAP Use Only:

Fees Entered by Student Finance: _____ Date: _____

EAP Dependent Packet *(continued)*

Mandatory EAP Health Insurance
Dependent Enrollment Form 2009-2010

(All dependents must be covered by EAP insurance)

Important: Complete this form carefully. All information must be legible. Keep a copy for your records.

Mail completed form and payment to:

Mercer Health & Benefits
Attention: Alex Zeron
1166 Avenue of the Americas
New York, NY 10036

OR fax to:(212) 345-3594

Email: Alex.Zeron@mercer.com

Required Information

Name of Student *(Please print clearly)* _____

Student ID # _____

EAP Program _____
(Term, Host University, Country)

Name of Dependent _____

Relationship _____ **Date of Birth** _____

Home UC Campus *(choose one)*

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Berkeley | <input type="checkbox"/> Los Angeles | <input type="checkbox"/> San Diego |
| <input type="checkbox"/> Davis | <input type="checkbox"/> Merced | <input type="checkbox"/> Santa Barbara |
| <input type="checkbox"/> Irvine | <input type="checkbox"/> Riverside | <input type="checkbox"/> Santa Cruz |

Premium

- 12–15 months: \$220.71 11 months: \$202.57 10 months: \$184.46 9 months: \$170.60
- 6 months: \$140.74 4 months: \$124.75 3 months: \$102.38 2 months: \$76.77 1 month: \$39.45

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Signature _____

Date Signed _____