

Unidad Académica Campesina - Carmen Pampa, Bolivia

Pre-Arrival Handbook for UAC-CP Visiting Professionals & Teachers

We are thrilled that you are coming to the Unidad Académica Campesina-Carmen Pampa (UAC-CP)! Part of what makes the UAC-CP experience so unique for students and faculty are visits from people like you. This handbook was assembled to help you prepare for your trip and to allow you to feel more comfortable and “in the know” once you get to campus. You will find that the UAC-CP is a very busy place, and while we do our best to answer all your questions once you get here, having a basic understanding of life in Bolivia and on campus beforehand goes a long way.

Please read this entire handbook carefully and feel free to let us know if you have additional questions, suggestions or additions. It was created by seasoned travelers and your observations about what you’ve learned traveling will help future visitors to Carmen Pampa.

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1. PRE-VISIT PROTOCOL

The information requested on this page **MUST** be relayed to the UAC-CP in advance of your travel to Bolivia. These are the contacts who will coordinate your visit in Bolivia:

DeeDee Beck (External Relations Coordinator, Carmen Pampa) **Main contact*
Email: externalrelationscp@gmail.com
Phone: (Bolivia country code: 591) 681 01458

Hugh Smeltekop (Carmen Pampa Fund, St. Paul, Minnesota)
Email: hugh@carmenpampafund.org
Phone: 339-235-4766

When planning your trip, be sure to contact the External Relations Coordinator at Carmen Pampa to provide the following information:

1. Arrival and departure dates and times
2. Electronically signed Employee Responsibilities and Expectations Form
3. Completed Carmen Pampa Fund News Release Form

You will be advised prior to your arrival about who will be meeting you at the airport or in La Paz. When considering a travel schedule, note that it is often most convenient if you arrive on Sunday or Monday.

2. CONTACT INFORMATION

Please leave a copy of the following information with a friend or relative at home whom we can contact in the event of an emergency. The External Relations Coordinator will have a copy of your emergency contact's information including home/work/cell phone, email address and home address that you noted in your UAC-CP Employee Application.

The External Relations Coordinator will be your primary contact.

Some Visiting Professionals choose to have cell phones during their time in Carmen Pampa. Relatively inexpensive and simple phones can be purchased in Bolivia (approximately \$25 US) or, depending on the phone, some phones from the U.S. that are unblocked, like iPhones, will work in Bolivia with a local chip. It is not necessary to sign a contract to have service; all calls are pre-paid with phone cards. Though more expensive than local calls, some cell phones can make and receive international calls. Please note that ENTEL is the only phone company that provides coverage in Carmen Pampa. If you are interested in having a cell phone, please ask the External Relations Coordinator Goering for more information.

Internet is available and readily accessible (but not 100% reliable) in the Guest House. Most people find it most convenient to communicate with friends and family via Skype. Skype calls are free when "calling" from computer to computer and are very reasonable (about \$0.02 US a minute) when calling from computer to a phone in the U.S., though the connection may be choppy if made during peak hours on campus. Check rates as they apply to your country. The College also has computer labs where you can access the internet (no Skype). There is also a telecommunication shop in Carmen Pampa with internet and Skype available. More recently, visitors with smart phones have signed up for a data plan through ENTEL and have been easily able to connect with friends and family via Sype, What's App, Viber, etc.

Please be advised that there is no wifi at the UAC-CP. The College's system is through Ethernet cables that physically plug in to your computer. Many newer models of computers don't even have a port to connect this particular kind of cable to the computer. You may want to do some research to see if your computer is compatible before you arrive. If it is not, there are Ethernet cable adapters available that connect through a USB port. Apple has one for Apple products and you can find others on Amazon. The Guest House has an Ethernet cable for everyone to use

Regular mail arrives in the nearby town of Coroico.

Your UAC-CP Address:

[Your name]
Unidad Académica Campesina – Carmen Pampa
Coroico, Nor Yungas
La Paz, BOLIVIA
South America

Carmen Pampa Fund

If you are having difficulty getting through to the UAC-CP, call or email Carmen Pampa Fund, the U.S.-based fundraising arm of the College, located in St. Paul, Minnesota.

Phone: (651) 641-1588

E-mail: info@carmenpampafund.org
Website: <http://www.carmenpampafund.org>

3. TRAVEL PREPARATION GUIDELINES

Airline Reservations and Approximate Ticket Costs

Most visitors take American Airlines' daily flight from Miami to La Paz. American Airlines is the only major U.S. carrier with regular, direct service to La Paz from the U.S. One flight leaves Miami at approximately 11:00 p.m. and arrives in La Paz around 6:00 a.m. Roundtrip ticket costs are approximately \$1,300 and can be booked through an online travel site or travel agent.

American Airline Reservations:

Flight information: 1-800-433-7300

Baggage information: 1-800-535-5225

La Paz office: 591-2-235-1360 (dial 011 first if calling from the US)

AA airport number (El Alto): 591-2-281-0114

As an alternative to American Airlines, some travelers have chosen to fly with TACA, LAN, or Avianca. All three are reliable South American-based airlines, which connect to La Paz through Lima, Peru or Bogotá, Colombia, and are often offered at a lower price, depending from where you are flying.

Change of Flight Protocol

Occasionally, visitors may miss a flight or other circumstances arise to delay their arrival. If you have a change of arrival time or date, call and/or email the External Relations Coordinator immediately. In the event that you are unable to inform the External Relations Coordinator about a missed flight or change of schedule, call or e-mail her at the earliest possible opportunity, even if you do not yet know your future flight information. If you have not communicated your change-of-flight information, and you do not arrive at the La Paz airport at the scheduled time, the External Relations Coordinator or another person will check email immediately and will work with you to coordinate next steps. Under these circumstances, please try to check your email regularly—at least every hour or so.

If your baggage is lost, fill out a report at the airport, and follow up with your airline at the number they provide you. This does happen, and certainly has happened to visitors at the UAC and we can easily make preparations to help you coordinate receiving your luggage.

Trip Cancellations

In the event of certain political situations (blockades, strikes, etc), it may be necessary to cancel or postpone your trip. The decision to cancel is often a difficult one to make and will be made after considering several informed assessments of a situation, but will sometimes be made at the very last minute, relative to your travel plans. It is for this reason that it is essential we have your contact information prior to your departure. At times, it is necessary to cancel trips when there is only speculation of potential political problems. While this is disappointing, please respect our decision. We are not willing to compromise the safety of our visitors, nor our UAC-CP staff.

If your trip is cancelled, please contact the airline to determine the re-booking of your flight or reimbursement of funds if you are unable to postpone your visit. Again, the political situation can change quickly and it may be possible, depending on your schedule, to arrive one or two days after your original arrival date.

Vaccinations

Professional Visitors are encouraged to consult a physician or travel clinic **at least two months in advance of arrival** regarding immunizations.

Documentation of the yellow fever vaccine is listed as a requirement for the visa on the Bolivian Embassy's website, but depending upon where you obtain your visa it may not be necessary. People obtaining the tourist visa upon arrival at the airport can choose not to get the yellow fever vaccination and instead sign a waiver. Carmen Pampa is **not** in the region affected by yellow fever, however if you plan to travel elsewhere in Bolivia it may be a threat. We suggest you ask a health professional.

Additional recommended immunizations for Bolivia are Hepatitis A, Hepatitis B and typhoid. Also, be sure that your tetanus shot is up-to-date.

Anti-malarial medication is not necessary because carrier mosquitoes are not present in areas of higher altitude such as La Paz and Carmen Pampa. They are, however, suggested for visitors who plan for travel in lower elevation areas. Again, please consult your physician or local travel clinic.

Passports and Documentation

The following recommendations are for **US citizens only**.

A passport is necessary to enter Bolivia. If you do not currently carry a passport, apply for one several months in advance of your trip. If your passport expires soon, be sure to apply for a new passport (your passport must be valid for at least six months beyond your scheduled return date). **Make at two copies of all important documents** (passport, driver's license, birth certificate, health insurance card, personal contact information, etc.). Leave one copy at home and carry the other copy with you in case your documents are lost or stolen.

United States citizens must have a visa to enter Bolivia. There are two types of visas:

1. Tourist visas (for less than 90 day stays) should be obtained by the Bolivian Embassy or Consulate in the U.S. prior to your departure. For more information, consult the Bolivian embassy's website:

<http://www.boliviawdc.com/visas-en/tourism>

The cost of the tourist visa is \$160. The tourist visa to Bolivia is valid for ten years with a maximum stay of up to 90 days per year.

2. Courtesy Visa ("Visa de Cortesía") visas (for more than 90 day stays) need to be obtained at one of the Bolivian consulates in the U.S. prior to arriving in Bolivia. The courtesy visa only lasts for 30 days and visiting professionals need to go through a brief immigration process at the Catholic Bishop's Conference once they are in Bolivia. Please note that, with the exception of emergency situations, it can be difficult to travel outside the country when you are in the process of obtaining your temporary resident card. It generally takes 30-60 days to receive the residency card.

U.S. citizens residing or traveling in Bolivia are encouraged to register and update their contact information at the U.S. Embassy in La Paz. Registration with the Smart Traveler Enrollment Program (STEP) should be done online and can be done in advance of travel. Information on registering may be found at the Department of State's Consular Affairs website: <https://travelregistration.state.gov>.

Medical Insurance

Know the extent of international coverage you have through your medical insurance provider before arriving in Bolivia. Bring copies of important medical records, prescriptions and your insurance card. You may need to talk with your insurance agent to learn exactly what your coverage includes. The following are suggested questions to ask your agent:

- Does the plan include hospitalization for accidents and illnesses while abroad?
- What is the maximum amount of coverage provided?
- What is the coverage for medical evacuation?
- In the event of death, what is the coverage for repatriation of remains?
- Do you need to pay cash up front at a clinic or for a hospital stay? What if you have no money?

- Does the plan cover visits to the doctor or medication prescribed while abroad?
- If you must use your insurance, what do you show as proof of world-wide coverage?
- If you obtain medical assistance while you're abroad, when/how should you inform the agency?
- What documentation of expenses is required? Does the bill need to be in English and the amount of the charges in U.S. dollars?

Make sure that you have a way to get in touch with your agent from overseas in case you have additional questions. Some cards list a 1-800 number, but remember that number only works if you are calling from INSIDE the United States or on Skype. You will need a phone number with an area code to call from a Bolivian phone in case of emergency.

Past volunteers have purchased insurance through Global Underwriters www.globalunderwriters.com and International Medical Group (www.imglobal.com).

Travel Insurance

Travel insurance can come in handy in case of an emergency. As life in Bolivia is often unpredictable, you may want to consult your local travel agent about options for purchasing a plan for your travel. There are many insurance options for travelers which are generally inexpensive, such as the following:

- **Baggage Insurance.** Including cameras, clothing and incidentals, your baggage is worth at least \$300 to \$500. Simple baggage insurance plans are available at banks and travel agencies. Check your homeowners insurance policy as it may already provide this coverage.
- **General Travel Insurance.** You may want to consider a standard travel policy which not only covers stolen or damaged baggage but will reimburse you for expenses incurred due to travel mishaps such as airline strikes, etc. Again, banks and travel agencies have such policies available.

4. MONEY: FEES, CURRENCY, ETC.

Exchanging Money

Money is easily exchanged from US dollars into *bolivianos* or *Bs* (pronounced 'bees'). The current exchange rate is approximately 7 Bs per US dollar. Dollars can be exchanged for *bolivianos* in La Paz or Coroico (the closest town to the UAC-CP). Dollars can be changed most easily in denominations of \$20, \$50 or \$100, but the bills must be in perfect condition (slight tears or marks on the bills will not be accepted).

Visiting Professionals contribute \$75 US per month to the Guest House. This covers food, cleaning, and other communal costs. (Note that there are few opportunities to spend much money at the UAC-CP or in Carmen Pampa.)

There is an ATM operated by Banco Union in Coroico, however, it is not always reliable. Visitors can withdraw or exchange money by bringing their passport and debit card/cash to the Banco Union branch in Coroico. Most visitors withdraw money—dollars or *bolivianos* or both—from the ATM at the airport in La Paz when they arrive. With the exception of hotels, credit cards are rarely accepted in Coroico. ATMs are common in the capital city of La Paz, which is located three hours from Coroico by bus.

If an ATM fails to dispense requested money, copy down the name of the Bank, the location, and the time of the attempted withdrawal and monitor your account in case you find out later that money has been mistakenly withdrawn from your account. Visitors are also advised to consult their credit card companies in advance of travel about service rates for international withdrawals. You should call your credit card company to tell them you are traveling abroad so they do not block your account due to purchases made in Bolivia.

Past visitors have found that check cards offer much lower service rates than credit cards. Credit cards and check cards can be used only at select hotels, restaurants, etc., in La Paz. Travelers' checks are not recommended as many visitors have found them difficult to cash.

Again, before leaving, make two copies of all credit cards front and back. Keep one copy at home, and take the other with you. It will come in handy if your credit cards are lost or stolen.

5. MISCELLANEOUS INFORMATION ABOUT BOLIVIA: TIME, CLIMATE, ALTITUDE, TRANSPORTATION AND SAFETY

Time

Bolivia is four hours behind Greenwich Mean Time, which means that if it is noon in Chicago, it is 2:00 pm at the UAC-CP (or 1:00 pm during daylight savings).

Climate

Temperature varies considerably with altitude. During summer (December to March)—the rainy season in Bolivia—daily rains can last for hours at a time.

- **UAC-CP:** The temperature at UAC-CP stays relatively constant at a comfortable 70 to 80° Fahrenheit year round and is a few degrees cooler at night. Humidity is moderate. Note, however, that the weather can change at the drop of a hat, from rainy and cooler to sunny and hot. Be prepared for weather changes with a raincoat or rain poncho, a hat for the sun, sunglasses, and comfortable shoes that are not too hot but good for the mud.
- **La Paz:** Temperatures are also relatively constant throughout the year in La Paz, although considerably cooler at night or in the shade. Average daytime temperatures range from the 50 to 75° Fahrenheit. Nighttime temperatures dip to 32°. Due to the altitude, the air is very dry.

Altitude Sickness

Altitude sickness can affect those who normally live at low altitudes and ascend approximately 8,000 feet. Visitors often experience altitude sickness in La Paz, nearly 12,000 feet above sea level. Symptoms include headache, nausea, breathlessness, racing pulse, lethargy, insomnia, loss of appetite and dehydration. Altitude sickness is significantly less prevalent at UAC-CP, at about 6,000 feet, although visitors often feel lethargic in their first few days on campus. To stave off the effects of altitude sickness, drink plenty of water (two liters a day), rest often, eat lightly and refrain from strenuous exercise. Non-aspirin pain relievers and caffeine work well to fight headaches. The local fix for altitude sickness is coca leaves, to be chewed or brewed into a tea, and they do help tackle symptoms. Coca is a traditional Andean plant that is grown in abundance around Carmen Pampa. Some people may want to ask their physician to prescribe something like Diamox for altitude sickness.

Transportation and Distances

Depending on your level of travel comfort and our availability to meet you, you may be asked to make your way to Carmen Pampa without meeting up with a UAC-CP staff person at the airport or in La Paz. There are several options for travelling to the College.

Individual legs of the trip:

Taxi from airport to La Paz center (e.g. your hotel): 60-70 Bs. (30 min.)

Taxi from city center to Terminal MINASA in Villa El Carmen (La Paz neighborhood from which buses to Coroico leave): 20-25 Bs. (20 min.)

Bus ride from the Terminal MINASA in Villa El Carmen to Coroico: 20-35 Bs (from 2 ½ to 3 ½ hours, depending on whether it is a minivan or minibus). NOTE: The “Most Beautiful Road in the World” (MBRW)—perhaps better known as the “Most Dangerous Road in the World”—is no longer in use for normal travel. The UAC-CP and public vehicles now use the new, paved road that runs parallel to the MBRW, and is much less dramatic. The new road (called the Cotapata-Santa Barbara road) also has spectacular views and the travel time is still about three hours.

Coroico to Carmen Pampa: Bus 5 Bs. (40 minutes), Taxi from the plaza of Coroico 60-70 Bs.

Contracted drivers (no stops):

If you prefer to be picked up at the airport or in La Paz by a hired driver, we have business relationships with several drivers. Feel free to make your own arrangements; just let us know your plans. Direct contracted transit from the airport to the College costs around 400 Bs per minibus (same price if it's just you or 10 people), not including tip. A good driver between Carmen Pampa and La Paz is Jesús Portugal: 715-01929; or Limbert Luna: 670-14024.

UAC-CP

Transportation between campuses is split between the College's two buses (much less frequent) and public transportation that is privately owned by local community members. Rides between Campus Manning and Campus Leahy cost 1.50 Bs if you use school transportation, and 2 Bs if through local community members.

Coroico

Public minibuses and minivans and buses travel (irregularly but relatively frequently) every day to and from Coroico. They charge 5 Bs. to Coroico from both the upper and lower campuses.

On Campus Manning, transportation can be found at the bridge in Carmen Pampa (there is a shelter, too, to wait under) or just outside the Guest House in front of the *tiendas*, stores. On Campus Leahy transportation stops at the edge of the parking lot. In Coroico there is a bus stop ("*parada*") on the road leading out of Coroico toward the hospital to Carmen Pampa.

The vehicle may be a minivan, minibus, or truck. It is a good idea to confirm that the vehicle is going all the way to Carmen Pampa as some go only go as far as San Pedro. Also, in the rare occasion that you might find yourself stuck in Coroico, you can opt to walk (it is an approximate 2 ½ hour walk from Coroico to the UAC-CP) or take a private taxi. Private taxis generally cost 60 - 70 Bs. and it is important to differentiate between the upper campus of the College and the community of Carmen Pampa/lower campus of the College when negotiating a cost prior to travel or you may be left at the upper campus rather than at the Guest House on the lower campus.

La Paz

Many companies travel from Coroico to La Paz and back. Minibuses and larger buses cost 20 Bs and minivans (which are more comfortable and faster) cost 30 Bs. On holidays they can cost as much as 35 Bs. They leave from the bus terminal in Coroico between the hours of 7 a.m. and 6 p.m. Also, there is a 1 Bs. terminal use charge in Coroico that a terminal official will ask you to pay once you are in the bus/minivan.

The companies that UAC-CP students, faculty, staff, and visitors generally travel with are called Turbus Totalí and Tunki Tours. It is not necessary to make reservations to travel. Once you show up and buy your ticket, transportation leaves as soon as it is filled. During the school year, Totalí offers buses that leave La Paz and go straight to Carmen Pampa **only on Mondays**. These buses leave La Paz at 4:30 p.m. and arrive in Carmen Pampa at approximately 8:30 p.m. Reservations should be made in advance the previous day, if possible, at the La Paz office (2221-6592).

To get to the bus company offices in La Paz, take any public transportation to Villa El Carmen and ask to get out at the Terminal MINASA where transportation leaves for the Yungas.

Safety

Relatively speaking, Bolivia is one of the safest countries in South America, but you should take basic precautions, especially in urban areas:

- La Paz: Pickpockets are common in La Paz and often work in teams with elaborate schemes that attempt to distract you. You may be spilled on, or a person may “accidentally” drop something in front of you. If this happens, keep walking. Do not accept assistance from anyone who offers to “help” wipe off whatever has been spilled on you. There are also a growing number of scams that involve thieves impersonating law enforcement officials who demand your identification. Again, keep walking or if you are in a cab, ask to get out immediately. To avoid robbery, wear a money belt and keep no important documents or money in your pockets or back pack.
- UAC-CP is quite safe. To err on the side of caution, please keep your important documents tucked away in your room in a locked suitcase. Do not leave items such as computers, phones, or iPods out in public spaces or in office areas that can’t be locked.

6. PACKING LIST

Luggage

The airlines generally allow up to 2 pieces of checked luggage at 50 lbs. each. Please check your airline’s website for current baggage and weight limit restrictions.

Packing Hints

Many UAC-CP visitors have found the following packing guidelines useful.

- Mix and match several items of clothing—pick a scheme like black, brown or navy.
- Each piece of clothing should match at least two other items.
- Do not pack anything you would be upset to lose—such as valuables and jewelry.
- Bring only comfortable shoes that have been broken in.
- Do not bring anything that wrinkles easily or needs to be dry-cleaned.
- Roll your clothing in your suitcase to maximize space and cut down on wrinkling.
- Use large-zip lock bags or mesh bags to keep items visible and separate.
- Bring at least a few articles of clothing that will dry quickly.

Clothing

Dress is mostly casual at the UAC-CP. Teachers and administrators are asked to abide by the UAC-CP dress code, which requires them to wear a beige button-down shirt and dark pants. On formal occasions, they are also asked to wear black pants and black shoes in addition to the beige shirt. Teachers and administrators are also expected to wear appropriately modest clothing both inside and outside the classroom or office. Sleeveless shirts and shorts are acceptable, but not recommended for daily wear as bug bites are common and itchy! Low cut tank tops and/or midriff shirts and short shorts/skirts or well-worn clothing with holes are not acceptable.

- **Pants.** Many find the biting insects bothersome and opt to wear pants around campus.
- **Shorts.** For traveling, playing sports, etc.
- **Long-sleeved shirts**
- **Short-sleeved shirts.** Don’t forget to pack a couple beige shirts to comply with the UAC-CP dress code.
- **Fleece jacket**
- **Rain poncho**
- **Warm jacket.** Nights can be cool in Carmen Pampa. It can be quite cold in La Paz.
- **Warm hat and gloves.** Again, La Paz can get quite cold
- **Boots and/or shoes for general use or hiking that are good in mud**
- **Slippers or flip flops for around the house or in the shower**
- **Pajamas**
- **Underwear and socks**

- **Modest swimsuit.** There is a little pool an hour's walk from UAC-CP. A suit will be handy if you intend to do some traveling.

Toiletries

- **Prescription medicine.** Be sure to consult your physician at least two months ahead to request an extended prescription for the time you will stay at Carmen Pampa. Carry medicines in original, labeled prescription bottles.
- **General topicals:** Hand sanitizer, sun screen, insect repellent with DEET, lip balm, anti-itch cream
- **Toothpaste, floss, toothbrush**
- **Razors**
- **Contacts and contact solution.** Consider bringing extra contacts and a copy of your contact/ glasses prescription, just in case
- **Make up.** If you wear it at home, there may be occasions to wear it at the UAC-CP.
- **Deodorant / Antiperspirant**
- **Anti-nausea medication** if needed for car sickness

In the case that you should forget any of these items from home, note that most of these things are available at pharmacies in La Paz. One UAC-CP alumnus owns a pharmacy in Coroico, and is always happy to help volunteers as well!

Miscellaneous

- **At least US\$200 in small bills and medium bills.** The bills will not be accepted if they are not in perfect condition.
- **Pocket knife and nail clipper** (remember to put in checked luggage)
- **Flashlight or headlamp**
- **Book(s)** The Guest House has an excellent selection of books left by past visitors. Feel free to add to the collection.
- **Journal**
- **Favorite recipes.** Limited ingredients are available in Coroico, but you may be able to modify your recipes with local foodstuffs.
- **Wide brimmed hat and sunglasses**
- **Converters/adapters** for American electronics which use 110 volts. The UAC-CP uses a standard current of 220 volts (Note: Newer laptops and digital cameras generally do *not* require voltage converters, while small appliances (hair dryer, curling iron, electric razor) may need one. Check your piece of equipment before plugging it in to see if it indicates 110V or 220V---or both!)
- **Camera, CDs, memory card and other camera accessories**
- **Water bottle.** Nalgene and similar brands are perfect as they don't break and can easily be filled with hot or cold water.
- **Business cards**
- **Extra batteries**
- **Money belt**
- **Office supplies:** Pens, notebooks and other materials such as paperclips, small calculator, etc.
- **Address book (small) and envelopes**
- **Inflatable neck pillow, ear plugs and eye blinds** for the overnight flight to La Paz and travelling in general.
- **Maps and guidebooks....** but only if you are traveling around Bolivia before you come to the UAC-CP. We have many Bolivia guidebooks for reference at the Guest House that you can borrow or keep.
- **Spanish/English pocket dictionary**
- **MP3 player or an iPod.** We have speakers the Guest House.
- **Pictures of family and friends,** both for you and to share with UAC-CP students
- **Hand sanitizer**
- **Laptop computer with CD drive, USB ports, and an Ethernet port**
- **One or two USB drives**

IF YOU HAVE EXTRA ROOM IN YOUR SUITCASE . . .

Please consider bringing and leaving the following GENTLY USED items for the Guest House: pillows, single/double bed sheets and blankets, towels, etc. Any and all items will be greatly appreciated and put to valuable use.

UAC-CP Visiting Professionals always welcome visitors bearing gifts. Frequent requests include: peanut butter, parmesan or other cheese, chocolate chips, etc...

TO BE A WELL PREPARED TRAVELER AND CONSIDERATE GUEST IN BOLIVIA . . .

- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Do not expect to find things as you have them at home. You have left your home to find difference.
- Do not be too serious. An open mind and a sense of humor is the beginning of a wonderful experience at UAC-CP.
- Do not let others get on your nerves. You have come a long way to be a good ambassador for your country, to learn as much as you can and to enjoy the experience.
- Know where your passport is at all times.
- Do not worry. It can take the fun out of your Bolivian experience!
- Do not judge the people of Bolivia by the one person with whom you have had trouble. This is unfair to the Bolivian people as a whole.
- Remember that you are a guest in Bolivia.
- Cultivate the habit of listening and observing, rather than merely hearing and seeing.
- Realize that other people may have ideas, lifestyles and concepts of time which are very different from yours—not inferior, only different.
- Be aware of the feelings of local people to prevent what might be offensive behavior.
- Taking photographs must be done with respect. Always ask before taking a photograph of a community member or student.
- Make no promises to new local friends that you cannot fulfill. This is especially important around UAC-CP. If you want to do something special for people you meet, talk about its feasibility with members of the community who have more experience before suggesting it to your new Bolivian friend. This includes even such small things as promising to send pictures of local people that you have taken.
- If you're considering supporting the school financially, think about setting aside some money to contribute once you've been here and identified a need or activity you'd like to support.
- Devote some time to daily reflection in order to gain a deeper understanding of your experiences.

Last updated: July 2016