



# Disability Accommodations Abroad Form

This document provides students who have disabilities, or receive U-M accommodations, with steps and considerations for selecting an education abroad program which best meets their needs. You may already be familiar with navigating challenges associated with your disability on U-M's campus, but there will likely be a different context to consider in your host culture. **When preparing for an education abroad experience, it is important to research the country/region you are traveling to in order to determine a good fit for your disability and accommodation needs.**

This document is intended for students who are applying for education abroad experiences, such as U-M programs listed in [M-Compass](#). If you are applying to a program not listed in M-Compass, you are encouraged to use this document as a guide and to share the form with your relevant contact, where appropriate.

**Reminder: Living in a new culture will bring new challenges, including disability services and accessibility standards that might differ significantly from what you are used to in the United States. While this form and process are meant to aid your preparation for study abroad, please note that U-M does not control or manage many aspects of your study abroad experiences and in many cases it is up to a host institution's determination as to whether it can and will provide accommodations.**

**The Americans with Disabilities Act (ADA) does not extend to travel abroad and foreign institutions are not bound by it. Because of these limitations, U-M is not always in a position to offer and cannot guarantee accommodations abroad, even if they are "approved" by the Office of Services for Students with Disabilities (SSD) in connection with your preparation for study abroad.**

## INSTRUCTIONS FOR STUDENTS

Your responsibility is to initiate this accommodation process, conduct independent research, and make a decision regarding the education abroad program that best suits your needs and goals. It is suggested students begin this process when reviewing program options; however, you may request accommodations at any time. Please note, if you disclose needs at the last minute, and/or require accommodations that cannot be made available in the host country, you may be advised to postpone participation.

1. Review program options, either independently or with an education abroad advisor, such as those in M-Compass and research general country information/attitudes around disabilities. Students can meet with education abroad advisors before applying for a program or after.
2. Schedule an appointment with the Services for Students with Disabilities (SSD) office if you intend to use approved accommodations while abroad. If not currently approved for accommodations through SSD, go through the [registration process](#) to get connected with a coordinator.
3. During a meeting with your SSD coordinator complete the *Disability Accommodations Abroad Form*.
4. Students should schedule an appointment with their education abroad advisor/the office sponsoring the program as listed in M-Compass to discuss their specific disability(s) in the context of the chosen

country and to determine the availability of approved accommodations as outlined in the completed *Disability Accommodations Abroad Form* (bring to the appointment with you).

- If desired, request your U-M education abroad advisor help connect with the host institution or program leader to determine if your U-M accommodations, as outlined in the *Disability Accommodations Abroad Form*, can be met abroad. This can be done by either your advisor reaching out on your behalf, connecting all parties via an introductory email, or providing you with direct contact information of the host institution or program leader so you may solely reach out.
5. Students are ultimately responsible to determine which location/program best fits their needs.
  6. Apply to the program, if you haven't already, that best fits your needs.

### **INSTRUCTIONS FOR U-M SERVICES FOR STUDENTS WITH DISABILITIES (SSD) COORDINATOR**

Your responsibility is to identify and certify accommodation needs for the student and help them to think through their disability-related needs.

1. With the student, complete the *Disability Accommodations Abroad Form*.
2. Provide further details where necessary. Sites vary greatly on the types of accommodations possible, so providing details and possible alternatives will help the program sponsors and/or onsite partners identify creative solutions.
3. It is encouraged that the student set up an appointment with their education abroad advisor/office sponsoring the program so they can determine next steps, such as contacting the host institution or the group leader to determine if the student's accommodation needs can be met.
4. Continue to support the student, alongside their education abroad advisor, as they make decisions related to their study abroad process and ultimately travel abroad.

### **INSTRUCTIONS FOR THE U-M EDUCATION ABROAD OFFICE**

Your responsibility is to work with the student to identify programs and/or locations that the student believes meets their accommodation needs. The best way to support students is to connect them with relevant staff/resources so they can make an informed decision as well as continuing to support them as a U-M student while abroad.

1. With the student, review program options they are interested in and the completed *Disability Accommodations Abroad Form*. Discuss general country information/attitudes around disabilities.
2. Work with the student to determine what accommodations can be met on-site. When appropriate, the *Disability Accommodations Abroad Form* should be forwarded to relevant parties. Possible next steps may include:
  - If requested by the student, reach out to the host institution and/or program leader on the student's behalf to determine if/how the student's accommodation needs can be met and keep the student updated. It is not necessary to name the student right away if you are simply inquiring on behalf of a student.
  - If requested by the student, send an introductory email connecting the student and host institution or program leader to determine if the student's accommodation needs can be met. The student would follow-up on this introductory email.

- If requested by the student, provide the student with the contact information of the representative at the host institution or with the group leader who would be able to address the student's location or program specific questions as they relate to their accommodations.
3. Where appropriate, continue to follow-up with the student.
  4. If a student has accommodation-related questions and has not yet completed a *Disability Accommodations Abroad Form*, encourage the student to begin the process with an SSD coordinator.
  5. Continue to support the student, alongside their SSD coordinator, as they make decisions related to their study abroad process and ultimately travel abroad.

### **INSTRUCTIONS FOR HOST INSTITUTION OR PROGRAM LEADER**

Your responsibility is to confirm if the approved accommodations can be met and communicate accordingly.

1. Be responsive to the student and/or U-M faculty/staff member inquiring about disability accommodations.
2. Review the student's accommodation needs and their specific questions.
3. Be honest and realistic about which accommodations can be met, and to what degree. Your responses will provide the student with the information they need to determine if your program suitably meets their needs.

## STUDENT & BACKGROUND INFORMATION

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STUDENT INFORMATION	
<b>Student Name</b>	<b>Student UMID</b>
<b>Email</b>	<b>Phone</b>
<b>Primary Major</b>	<b>Academic Advisor &amp; Email</b>
<b>Secondary Major</b>	<b>Academic Advisor &amp; Email</b>

The term disability is defined in the United States as impairment that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, or learning. Since the type(s) of disability which a student may have can vary greatly, the type of accommodations needed can also vary significantly. Student needs vary according to each individual. Therefore, it is important for the participating student to clarify the particular accommodations they may need.

**The remainder of this document is to be completed by the SSD Coordinator**

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## GENERAL TRAVEL CONSIDERATIONS

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Briefly describe the nature of the student's disability and how this disability may impact the student's participation in education abroad programs (e.g. functional limitations):

Describe any concerns the student anticipates while traveling:

Describe any campus-wide services the student would need access to while abroad (e.g., personal counseling services, health services, tutoring, access to prescribed medication and medical staff to administer any necessary injections, etc.):

**PLEASE NOTE:** Accommodations marked as APPROVED by the SSD coordinator are found to be reasonable and appropriate based on the impact of the student’s functional limitations. When reviewing programs and availability of accommodations, the student will need to assess if the approved accommodations are essential to successfully participate in the study abroad program. Students may choose to waive approved accommodation(s) if the host institution is unable to provide them.

## TESTING

	To be completed by U-M SSD Coordinator		To be completed by program leader/onsite staff OR education abroad advisor based on information received from abroad site
	Approved	Additional Details	Available?
<b>ACCOMMODATIONS</b>			
Extra time			
Reader/Text-to-Speech			
Scribe			
Calculator			
Spellchecker			
Quiet Testing Environment			
Breaks (“stop-the-clock”)			
Use of computer			
Access to food/drink			
Access to medical supplies/devices			
Alternative to scantron			
Large print exam			
Access to accessible furniture			
Access to Personal Care Assistant			
<b>OTHER (Specify)</b>			

# CLASSROOM

ACCOMMODATIONS	To be completed by U-M SSD Coordinator		To be completed by program leader/onsite staff OR education abroad advisor based on information received from abroad site
	Approved	Additional Details	Available?
Note-taking services			
Use of technology for note-taking			
Access to class notes			
Audio recording of lectures			
Audio textbooks			
Breaks			
Preferential seating			
Obtain syllabi several weeks in advance			
Modified deadlines for assignments			
Flexible attendance			
Sign language interpreters in one-on-one situations			
Sign language interpreters in group settings			
Language used (American Sign Language, PSE, other)			
Assistive listening devices and technologies (FM system, hearing aids, etc.)			
Captioned videos			
Real time translation/captioning (CART)			
TTY (telephone for deaf users)			
Materials in Braille			
Braille signage for buildings, elevators, & classrooms			
Materials in large print			
Access to electronic materials/alternative text			
Service dog allowed in all areas			
Guide (orientation/mobility assistance) on campus			
Verbal description of visual information			
Wheelchair accessibility			

Ramp accessibility			
Elevator/lift accessibility			
Short walking distance between buildings			
Lab and/or Library Assistant			
Access to Personal Care Assistant			
Grab bar and/or adjusted height toilet stool			
Access to food/drink			
Access to medical supplies/devices			
Access to accessible furniture			
<b>OTHER (Specify)</b>			

## ASSISTIVE TECHNOLOGY

	To be completed by U-M SSD Coordinator		To be completed by program leader/onsite staff OR education abroad advisor based on information received from abroad site
ACCOMMODATIONS	Approved	Additional Details	Available?

Specify assistive technology needs:

## TRANSPORTATION

	To be completed by U-M SSD Coordinator		To be completed by program leader/onsite staff OR education abroad advisor based on information received from abroad site
ACCOMMODATIONS	Approved	Additional Details	Available?
Wheelchair accessible transportation equipped with a ramp/lift			

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Short walking distance to transportation from classes, housing and activities			
Personal attendant services to assist with transportation			
Portable device/storage for prescribed medication			
Service dog allowed in all areas			
Access to guide (orientation/mobility assistance)			
<b>OTHER (Specify)</b>			

Describe any concerns or considerations related to mobility and traveling for the student:

## HOUSING

This section of the form indicates possible accommodations for housing abroad as requested by the student. Students, along with their education abroad advisor/program, should inquire with their specific program/host institution regarding availability of housing accommodations and processes related to making formal requests.

Specify housing needs:

## CERTIFICATION BY DISABILITY SERVICES STAFF AND STUDENT

DISABILITY SERVICES STAFF	
<b>Full Name</b>	<b>Title</b>
<b>Email</b>	<b>Phone</b>
<p style="text-align: center;"><i>I certify that the accommodations indicated above are approved as reasonable and appropriate disability accommodations which would generally be provided to this student in a U.S. institution.</i></p> <p>Signature of SSD staff: _____ Date _____</p>	

STUDENT	
<b>Full Name</b>	<b>UMID</b>
<b>Email</b>	<b>Phone</b>
<p style="text-align: center;"><i>I recognize that some or all of these "approved" accommodations by SSD may not be available at study abroad sites and therefore may not be provided while studying abroad but efforts will be made to provide alternative accommodations whenever possible.</i></p> <p style="text-align: center;"><i>I understand that my study abroad advisor and I will take next steps in determining how to contact the host institution or program leader regarding my accommodations. It is my responsibility to identify which accommodations are essential for travel/living/studying abroad and determine which experience or program is able to accommodate my needs.</i></p> <p style="text-align: center;"><i>I understand that it is my responsibility to contact <u>both</u> my SSD coordinator and my education abroad advisor to request accommodations if I should identify accommodation needs after I arrive onsite.</i></p> <p>Signature of Student: _____ Date _____</p>	