



## Pre – Departure Checklist for Students Traveling Abroad

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For questions, contact the International Center's Education Abroad Office, [icoverseas@umich.edu](mailto:icoverseas@umich.edu), 734-647-2299, <http://internationalcenter.umich.edu/swt>.

### General Pre-Departure Preparations

- Passport, visa and letter of affiliation.** Obtain a passport and check visa requirements well in advance of departure. For US passport information consult the [State Department website](#). Most countries require an entrance visa that must be stamped in your passport. Some require a special visa for research or internships. These may take weeks or months to obtain. Check the website of the destination country's embassy in Washington DC or the [International Center](#). Additionally, you may also need a letter of affiliation from the institution or sponsoring organization in the country you will be visiting.
- Seek Funding.** Plan well in advance and check deadlines for travel, research, and internship funding. U-M deadlines are November-March, but the majority of deadlines are in February. Check the International Center's website for an overview of [U-M funding sources](#).
- Health.** Consult [UHS Travel Health Services](#) for immunization and travel health recommendations. Students complete an on-line travel health assessment through University Health Services before their appointment. It takes 10 minutes and instructs students how to make informed decisions about health and safety. The clinic is busy and appointments must be made well in advance. Additionally, travelers should prepare a sufficient supply of any medications that they are currently taking. A good guideline is to bring enough medication for the duration of your trip plus enough for an extra 2-3 days in the event that there are travel complications.
- Travel to Cuba.** U-M maintains a license for travel to Cuba by individual graduate students and faculty for educational activities. Before departure, travelers must get a letter from Division of Research Development and Administration (DRDA). Contact [Sharon Sivyer](#) for the letter. Undergraduates are permitted to travel to Cuba if they are involved in a group educational activity.
- U-M travel policy and State Department travel warnings.** To travel to a country under a State Department travel warning, you must complete and submit the U-M's *Individual Student Travel to Countries with Travel Warning and Terms and Conditions of Participation for Students Intending to Travel Abroad* before your departure. Undergraduates also must provide a signed and notarized [Parent Acknowledgement of Terms and Conditions of Participation for Students Intending to Travel Abroad](#).
- Register your trip.** Register your trip and emergency contact information with [U-M's Travel Registry](#).
- Health Insurance.** Enroll for U-M Travel Abroad Health insurance (HTH insurance) through the [Travel Registry website](#). If traveling under the sponsorship of a U-M program, check with the administrator to see if you are being enrolled. For information about the plan go to the [University Health Service website](#). For questions, call HTH Student Insurance (734-764-5182) or email ([mancarestuins@umich.edu](mailto:mancarestuins@umich.edu)).
- Learn about conditions where you will be going.** Before departure, familiarize yourself with current information on health and medical facilities, safety and security, crime and other matters. Consider safety/security arrangements for local lodging and transportation. Consult the [State Department website](#) to familiarize yourself with the local conditions and HTH Worldwide [mPassport](#) to learn about global health and safety resources, such as databases of local medical facilities. For road safety information: <http://www.asirt.org/>. Consult the International Center for questions [icoverseas@umich.edu](mailto:icoverseas@umich.edu).
- Travel planning.** Consult the [U-M Off Campus Travel Handbook](#).

### Pre-Departure Preparations for Researchers



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- IRB Permission.** Check with your advisor about IRB permission if you will be working on faculty-sponsored research. If research involves human subjects, apply for permission from the appropriate [Health Sciences and Behavioral Sciences Institutional Review Board](#) at least 8 weeks before departure.
- Research equipment and materials**
  - University property and equipment.** Authorization from the University is required to take U-M property or equipment out of the US. You must submit a [Request for Removal and Use of University Equipment](#) form. Equipment certified as owned by U-M can be brought back into the country without duty being charged.
  - Laptops, software, and data.** US regulations usually allow basic equipment to be taken to most countries on a temporary basis without restriction. Such equipment includes a laptop computer, standard software applications and operating systems, PDA, cell phone, and data storage devices. As a precaution, travelers should remove confidential or restricted information that personally identifies individuals from laptops and storage devices. In addition, any software or data that was received under a non-disclosure agreement should also be removed. For more information see the [DRDA website](#).
  - US equipment, software and data export restrictions.** Export of equipment may be prohibited depending on the equipment or data and the destination of the traveler. Additionally, a license required to take equipment, technologies, materials, compounds, prototypes, or specimens for research outside the US. Such controlled items may include sensors, global positioning systems (GPS), test instrumentation, thermal imaging cameras, reagents, biological materials, and encryption or other sensitive software or data. Researchers should not take any proprietary or confidential data outside the US. The Division of Research Development and Administration (DRDA) will assist travelers prior to departure to determine if export control regulations apply to the equipment they wish to take. If research is to be conducted in Cuba, Iran, North Korea, Sudan and Syria contact [Sharon Sivyver](#).

### Travel Tips

- Accessing money from abroad.** Before departure, ask your bank and credit card companies if your credit and debit cards will work in countries you are visiting, and alert them where and when you will be traveling abroad. Make sure your credit card has a sufficient balance to get home quickly if you need to, and to cover unexpected expenses. The [International Center's website](#) has more information about how to access your money while abroad.
- Phone.** Evaluate options for [phone use overseas](#), and verify arrangements will work at your destination.
- Packing.** Check what you are allowed to bring on the flight on the [TSA website](#).
- Home Link.** Give parents/guardians information about program arrangements, communication plan and your U-M administrator contact. Leave a photocopy of your front passport page, visa and ticket information.
- U-M Link.** Give your U-M administrator information about how to contact you during your trip.
- Embassy.** US citizens should register with the US Embassy of the country being visited: <http://www.usembassy.gov/>



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- Wallet emergency contact card.** Fill in emergency information on the wallet sized U-M Emergency Trifold Card for Travellers and place this in your wallet or other item you plan to carry with you at all times. A copy of this card can be found on page 5 of this document.
- Carry – On Bag.** Assemble information/items to be taken in your carry-on bag:
  - Passport, itinerary and HTH health insurance card
  - HTH Worldwide travel health insurance booklet
  - Letter of affiliation with host institution
  - U-M Off-Campus Travel Handbook
  - U-M emergency communication contact information
  - Copy of first pages of passport, visa stamps and ticket information
  - First aid supplies, medications, and prescriptions
  - Information about local ground transportation arrangements
  - Contact information of local medical facilities, guides and people you intend to visit
  - City map, guidebooks, and phrasebooks
  - Cell phone and coverage information
  - Customs Letter or export license (if required)
  - Letter for travel to Cuba (if required)
  - Change of clothes

### On-Site Procedures

- Confirm arrival.** Upon arrival, confirm with your U-M administrative contact.
- Preceptor / Host family.** Provide your preceptor or host with your travel itinerary and health insurance information.
- Phone.** Buy local SIM card if necessary; make sure cell phone works.
- Confirm completion.** Notify your U-M administrative contact when program has ended.

### Post-Return Procedures

- Report back.** Report your experiences to your school or department, including any unusual incidents (i.e., health or safety).
- Financial.** Complete travel expense reports if you paid for expenses out of pocket that are reimbursable by the University: <http://www.procurement.umich.edu/forms.html>



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U-M Emergency Contact Procedures

Emergency Contacts

*HTH Worldwide Health Insurance*

***IMPORTANT NOTE: The U-M Travel Abroad Health Insurance plan must have been purchased for you to have access to this essential service – <http://www.uhs.umich.edu/tai>***

**Outside the US, +1 [or 001 from landline] 610-254-8771 (free collect call)**

HTH Worldwide maintains a 24/7 call center to assist registered participants with all health matters including:

- Locating medical care
- Medical evacuation planning and coordination
- Medical monitoring and referral
- Coordination of hospital payment guarantees

In an emergency seek appropriate medical care directly then call HTH Worldwide for immediate assistance. If you require medical evacuation, you must contact HTH Worldwide in advance or your evacuation may not be eligible for reimbursement.

*U-M Department of Public Safety (DPS)*

**Office +1 [or 001 from landline] 734-763-1131 (free collect call)**

<http://www.police.umich.edu>

DPS is staffed 24 hours/day, 7 days/week. For a serious emergency concerning health and safety, call DPS to contact the University for urgent help. The officer handling the call has access to information on the ITOC travel registry and will alert administrators and offices which can provide information or assistance. DPS will follow up with you to make sure that contact has been established.

*International Travel Oversight Committee (ITOC)*

[umitoc@umich.edu](mailto:umitoc@umich.edu)

Email ITOC to contact the University for urgent help. Administrators will respond and coordinate communication. For a situation that concerns health and safety, ITOC administrators will contact you and other travelers to see if information or other assistance is needed.

### **Other Emergency Contacts**

*US State Department Overseas Citizen Services*

**Outside the US, +1 [or 001 from landline] 317-472-2328**



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### *University of Michigan Tri-Fold Card for Travelers*

In case of emergency, contact:

HTH Worldwide Insurance (24/7, collect, free)  
(001) 610-254-8771

U-M Dept. of Public Safety (24/7, collect, free)  
(001) 734-763-1131

U-M Intern'l Travel Oversight Committee  
[umitoc@umich.edu](mailto:umitoc@umich.edu)

U.S. State Department  
(001) 317-472-2328

Name \_\_\_\_\_

Local contact/coordinator:

Name \_\_\_\_\_

Phone \_\_\_\_\_

University of Michigan contact:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Home Contact:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Medical Details

Age \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Blood type \_\_\_\_\_

*Sensitivities/allergies*

\_\_\_\_\_  
*Medications*

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