International Travel Checklist for Undergraduates

This checklist is designed to supplement individual program preparations. Contact your sponsoring department for any specific requirements.

START EARLY: Begin this process four weeks prior to departure for Non-Travel Warning destinations. Begin six weeks prior to departure for Travel Warning destinations, or for travel that involves human subject research.

DO NOT purchase your airline ticket until after your international travel registration has been confirmed/approved.

NDI Travel Registry is a Three-Step Process

☐ **Step 1:** Submit an international travel application/registration through the [NDI-Travel Registry](mailto:travelregistry@nd.edu). You will receive an e-mail from travelregistry@nd.edu when your registration status has changed.

☐ **Step 2:** Complete all questionnaires and signature documents before your travel begins.

☐ **Step 3:** Confirm completion of your program’s designated international travel safety orientation at [this link](#).

☐ Once you have completed Steps 1, 2, and 3 and all of your travel plans are confirmed, you must indicate this by clicking the Commit button in the Commitment to Participate box on your international travel registration page.

Travel Documents: Passports and Visas

☐ **Check your passport expiration date:** A valid passport is required for international travel. Many countries require a passport that remains valid for at least six months beyond your return date. US citizens can check passport requirements at the US Department of State’s [country-specific information](https://travel.state.gov/content/travel/en/legal/consular-legal-advice/passport-compliance.html).

☐ Give a copy of your passport to a trusted person.

☐ Check visa requirements. The embassy for your international destination has the best visa information. Travelers with US passports can check with the US embassy websites and the US Department of State’s [country-specific information](https://travel.state.gov/content/travel/en/legal/consular-legal-advice/visa-compliance.html).

☐ Consider a secure device (neck pouch or money belt) to carry documents and cash.

Lodging and Alumni Connections

☐ NDI Travel Registry’s Step 1 asks for your plan to secure lodging; Step 2 asks for specific addresses.

☐ Do an advanced search of the Alumni Directory at [my.nd.edu](http://my.nd.edu) to locate alumni contacts.

☐ Talk to resources on campus and exercise caution with unrecognized Internet sites.

☐ Carry a copy of your housing information and confirmation, as well as relevant transportation information, when traveling.

☐ Consider an [International Student Identity Card (ISIC)](https://www.isic.com) discount card, available at Anthony Travel or online.

Medical Insurance

☐ Know your coverage. Research professional health services (physical and mental) in your area of travel.

☐ All undergraduates must have [HTH Worldwide](https://www.hthworldwide.com) insurance when traveling internationally. Check with your program director for enrollment details. If you must purchase coverage independently, visit [HTH Worldwide Students and Scholars](https://www.hthworldwide.com/students-scholars). Use Group Access Code: GQB-9847 for discounted, enhanced coverage. HTH will email a confirmation. Follow the instructions and confirm your US address is correct. You will receive a second email with your policy number. You must upload your insurance card PDF to the NDI Travel Registry.
**Vaccinations and Medications**

- Check [U.S. Centers for Disease Control (CDC)](https://www.cdc.gov) for required vaccinations and consider the recommended vaccinations for your travel destination. For some less-developed countries, a Certificate of Vaccination (AKA “yellow card”) may be required for entry.
- Identify the medications you will travel with and research their legality in your destination country.
- Consider obtaining a letter from your physician in case you are questioned about medications during travel.
- Carry your medications in their original labeled containers and pack them in your carry-on bag.
- Consider necessary supply amounts for the duration of your trip. HTH can assist with generic equivalent names of any prescriptions that may be available in your destination country.

**Staying in Contact**

- Fill out your INDCASE card according to instructions and share with a trusted person.
- Keep in contact with at least one person who knows exactly where you will be staying and how to contact you in an emergency.
- Consider communication apps like WhatsApp or Viber. Download and test before leaving the US.

**Cash and Credit Cards**

- Check the exchange rate before travel. Beware of high transaction charges at airports or hotels. Oanda is a currency converter tool. Usually ATMs and credit cards provide a good exchange rate. Only use ATMs that are in safe and well-lit locations.
- Before leaving the US, notify your bank, credit/debit card companies, and other institutions of your international travel.
- Make a photocopy of the front and back of your credit card(s) and leave with a trusted person in case of loss or theft.
- Always carry a small amount of local currency for emergencies.

**Electronics and Computers**

- Know your destination’s type of voltage and plug. Procure any necessary electronic adapters and converters.
- Talk to your mobile phone service provider about international options. Consider buying a local mobile phone.
- Consider downloading helpful apps, such as Venmo, Citymapper, or Google Translate. It is best to do this before you leave.
- Prior to leaving campus, you must configure your computer to access ND networks abroad by opting-in at Opt-In Service.

**STEP Program Registration**

- Register with the US Department of State’s Smart Traveler Enrollment Program (STEP) after you have secured your dates of travel and lodging. **PLEASE NOTE:** Those traveling on a non-US passport should leave the passport number field blank when registering.
- Review what the US Department of State can and cannot do for you in a crisis.

**NEED HELP?**

24/7 Emergency: 1-574-631-5555 (ND Security Police)
24/7 Non-emergency: 574-339-6154 (accepts calls, texts, and communication from iMessage & WhatsApp)
Routine email: ssoisson@nd.edu