

Undergraduate International Travel Checklist

This Notre Dame International (NDI) checklist is designed to provide support to individual program preparations. Contact your sponsoring department for any specific requirements

NDI Travel Registry is a 3-step process:

- **START EARLY:** Recommended 4 weeks prior to departure for Non-Travel Warning destinations and 6 weeks prior to departure for Travel Warning destinations or travel purposes that involve Human Subject Research.
 - **DO NOT** purchase your airline ticket until **AFTER** your international travel registration has been 'Accepted/Approved'.
- Step 1:** Submit an international travel application/registration in the [NDI-Travel Registry system](#). travelregistry@nd.edu will notify you via ND email when your registration status is changed.
 - Step 2:** You **MUST** then complete **ALL** Questionnaires & Signature Documents **BEFORE** your travel begins.
 - Step 3:** Confirm you have completed your program's designated **International Travel Safety Orientation**, at [International Travel Safety](#).
 - Once you have completed Steps 1, 2, and 3 **AND ALL** of your travel plans are confirmed you **MUST** indicate so by clicking the 'Commit' button within the **Commitment to Participate box** on your international travel registration page.

Travel Documents: Passport & Visa

- Check your passport expiration date:** A valid passport is required for international travel. Many countries require a passport that remains valid for at least 6 months beyond the return date of your trip. US citizens can check passport validity requirements at [country specific information](#).
- Ensure there is a copy of your passport with 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 US Dept. of State [country specific information](#).
- Consider a secure device (neck pouch or money belt) to carry documents/cash (see Learning Content-Theft Prevention).

Lodging and Alumni Connections:

- NDI Travel Registry **Step 1** asks for your **plan** to secure lodging; **Step 2** asks for **specific address(es)**.
- Do an advanced search of the Alumni Directory at [my.nd.edu](#) to locate Alumni resources.
- Talk to resources on campus; exercise caution in consulting/relying on 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 \(ISIC\)](#) discount card, available at Anthony Travel or on-line.

Medical Insurance:

- All undergraduate students must have GeoBlue International Health Insurance when traveling internationally. Check with your program director for enrollment details. If you must purchase coverage independently visit [GeoBlue International Health Insurance](#). Use **Group Access Code: GQB-9847** for discounted, enhanced coverage. GeoBlue 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 format) in NDI travel registry.
- Know your coverage. Research professional health services (physical and mental) in your area of travel.

Vaccinations & Medications:

- Check for required vaccinations and consider recommended vaccinations for your travel destination. For some less-developed countries, a Certificate of Vaccination (aka yellow card) may be required for entry. At [U.S. Centers for Disease Control \(CDC\)](#) select your travel country under 'For Travelers' then **THOROUGHLY** research vaccination requirements/recommendations at the 'Vaccines and Medicines' link.
- Identify the medications you will travel with & research their legality in the country of travel.
- Consider obtaining a letter from your physician in case you are questioned about any 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 the [Medical and Emergency 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](#). If you choose to use an app for communication, download and test **BEFORE** leaving the US.

Financial: Cash and Credit Cards

- Check and understand the exchange rate before travel; beware of high transaction charges at airports or hotels. [Oanda](#) is a currency converter tool. Usually, ATMs & credit cards provide a good exchange rate. For safety reasons, **ONLY** use ATMs that are in a safe and well-lit locations.
- Before leaving the US, notify your bank, credit/debit card company, and/or 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 & Computer:

- Know your destination's type of voltage and plug. Procure any necessary electronic adapters and converters.
- Talk to your cell phone provider regarding international fees and 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, as it may not be possible when you are abroad.
- Prior to leaving campus, you must configure your computer to access ND networks abroad by "opting-in" at [Opt-In Service](#). This must be done to use an ND computer lab abroad.

STEP Program:

- Register with the U.S. Department of State's [Smart Traveler Enrollment Program \(STEP\)](#) after you have secured your dates of travel and lodging. **PLEASE NOTE:** Those traveling with a Non-US passport should leave the passport number field blank when registering.
- Review what the [U.S. Department of State](#) can and cannot do for you in an emergency.

Need Help ?

24/7 Emergency: 1-574-631-5555 (ND Security Police)

24/7 Non-Emergency Assistance Call/Text: 574-339-6154 (accepts i-Message & WhatsApp)

Routine Email: ssoisson@nd.edu