

TRAVEL HEALTH & SAFETY

INTERNATIONAL TRAVEL CHECKLIST

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

✓ University International Travel Requirements & Recommendations

- Review requirements and recommendations for your audience:
 - [Undergraduate Students](#)
 - [Graduate and Professional Students](#)
 - [Trip Leaders](#) (Including Faculty & Staff)
 - [Faculty & Staff](#) (Without Students)
- Register your travel in the [NDI Travel Registry](#):
 - Follow instructions listed on the Travel Registry website.
 - **Important:** Be sure to review the helpful information and advice for planning and preparing for your trip included in the **Learning Content** section.

✓ Safety & Security

- Review U.S. Department of State [Travel Advisory and Country Information](#) for your destination, including safety, security, and transportation information and advice, and how and where to get help in an emergency.
- Watch a quick video on the U.S. Department of State [travel advisories and alerts](#).
- Review what the U.S. Department of State can and cannot do for you in an [emergency](#).
- For immediate safety and security updates, subscribe to your country's U.S. Department of State [social media account](#).
- Sign up for [STEP](#). *Important: Those traveling with a non-U.S. passport should leave the passport number field blank when registering.*
- Download the SmartTraveler app.

✓ Travel Documents (Passport & Visa)

- Review passport and visa requirements on [travel.state.gov](#) for U.S. passport holders for all destinations. All other passport holders should check travel document requirements with their governments for their destinations. *Important: Many countries require a passport that remains valid for at least 6 months beyond the return date of your trip and/or a specific number of blank pages.*
- For F-1, J-1 or other special status travelers:** Carefully review the travel requirements outlined by [ISSA](#) before you leave and confirm you have the appropriate documentation to re-enter the U.S; otherwise you may experience issues upon re-entry to the U.S.
- Make two copies of your passport and visa, and:
 - Pack one in your carry-on luggage
 - Leave the other with your emergency contact.

✓ Vaccinations & Medications

- Check to ensure you are in the best health. Visit your doctor if you have routine or chronic health conditions – especially those with lengthy stays, traveling to remote areas or developing countries, seeing physicians regularly, or on prescription medications.

- Review all [CDC](#) required and recommended vaccines and any other health threats for your destination(s). *Important: Many vaccines and preventative medicines must be started well in advance of travel.*
- Schedule a travel health consultation with the [University Health Center](#) (students) or [Wellness Center](#) (faculty and staff).
- Make two copies of your immunization record and any certificate of vaccination(s), and:
 - Pack one in your carry-on luggage
 - Leave the other with your emergency contact.
- Research the legality of your required medications at your destination(s). If you have concerns, work with your doctor to find an alternative solution before travel.
- Pack any necessary medication in your carry-on luggage. Try to bring enough for your entire time abroad, if possible. Sometimes insurance companies will only pay for a 30-day supply at a time, so be sure to discuss with your doctor if your trip abroad is longer than 30 days.
- Pack a letter from your physician that describes your medical condition(s) and any prescription medication(s), including the generic name of prescribed drugs. Also, leave a copy with your emergency contact.
- Keep your medication in its original packaging and make sure the name on your passport matches your prescription case.
- If you have any allergies or dietary restrictions, consider how you will manage and accommodate these at your destination(s).
- Download the CDC app.

✓ International Health Insurance

- **GeoBlue Insurance (Required for all Undergraduate Students)**
 - Obtain GeoBlue Insurance. *Important: Some undergraduate students traveling abroad will need to enroll with GeoBlue individually, while others traveling with university-sponsored programs should check with their program manager to determine if GeoBlue insurance is being purchased on their behalf. If you must purchase coverage independently, visit [GeoBlue International Health Insurance](#) and use Group Access Code: GQB-9847 for discounted, enhanced coverage.*
 - Visit the GeoBlue website and download the GeoBlue app to learn about local health risks and to discover local medical providers, facilities, and services at your destination.
 - Watch this [video](#) about the GeoBlue app.
 - Pack your insurance card.
 - Make a copy of your insurance card and leave it with your emergency contact.
- **Graduate and Professional Students**
 - Understand what costs you are responsible for upfront should you need medical support when abroad and how to seek reimbursement upon return.
 - Pack your insurance card.
 - Make a copy of your insurance card and leave it with your emergency contact.
 - Students with AETNA** should contact [UHS](#) to confirm coverage with AETNA for their international destination(s) and activities and obtain additional coverage through GeoBlue insurance if needed. [AETNA Travel Assistance](#) is provided by [On-Call International](#).

- Students with a health insurance plan from outside of the university** should contact their health insurance provider to confirm coverage for their international destination(s) and activities and obtain additional coverage through GeoBlue insurance if needed.
- **Faculty and Staff**
 - Understand what costs you are responsible for upfront should you need medical support when abroad and how to seek reimbursement upon return.
 - Pack your insurance card.
 - Make a copy of your insurance card and leave it with your emergency contact.
 - Faculty and staff under the university-sponsored health insurance plan** should review the information on the [Benefits While Traveling Abroad](#) webpage (Office of Human Resources) before travel.
 - Faculty and staff under a health insurance plan from outside of the university** should contact their health insurance provider to confirm coverage for their international destination(s) and activities and obtain additional coverage through GeoBlue insurance if needed.
- ✓ **Mental Health & Wellness**
 - Speak to your past or current therapist/counselor/physician. Develop a wellness plan before travel.
 - Review the UCC's [self-help resources](#).
 - Contact your health insurance provider to find a provider at your destination in advance.
- ✓ **Trip Dates and Corresponding Events**
 - Check to see if there are important dates (national holidays, commemorative events, elections, religious holidays, planned strikes or demonstrations, or major sporting events or concerts) that could potentially impact your trip and plan accordingly.
- ✓ **Cultural Awareness**
 - Research your destination's background and culture to better understand and plan for any differences in clothing, behavior, religion, communication, language, politics, laws, attitudes and/or gender roles.
- ✓ **Logistics (Transportation & Accommodations)**
 - Research arrival procedures at your destination(s).
 - Research the safest modes of transport at your destination(s). Consider how you will get from the airport to your accommodations. Book in advance, when necessary.
 - Important:** Notre Dame does not permit undergraduate students to own, rent, or operate motor vehicles while abroad, including motorcycles. Hitchhiking and long-distance bicycle riding are strongly discouraged.
 - Faculty and Staff:** Review [Risk Management & Safety's - Vehicle Use Abroad On University Business](#) document.
 - Research and book highly rated accommodations located in safe areas with low crime rates.
 - Pack a copy of all booking confirmation records and other important logistical information.
 - Make a copy of all booking confirmation records and leave it with your emergency contact
- ✓ **Human Subject Research**

- Travelers conducting human subject research should consult the Institutional Review Board for international requirements and coordination well in advance of travel.

✓ **Student Clubs and Organizations**

- Notre Dame student clubs and organizations planning a trip abroad should confirm if their travel is contingent on approval from the Student Activities Office (SAO).

✓ **Information Security & IT Equipment**

- Review the University's [IT Security for International Travel Standard](#).
- Review [Traveling with Two Step Login](#) on the OIT webpage.
- Access the Eduroam at participating universities abroad by using your ND NetID and password.
- Ensure you have the proper converter for your destination(s).
- Consider packing spare USB chargers for your device(s).

✓ **Financial Matters**

- Contact your banking providers to understand any foreign transaction fees or issues accessing funds at your destination(s).
- Understand the exchange rate; beware of high transaction charges at airports or hotels.
- Consider pre-ordering currency from your local bank to have in advance of travel.
- Consider reducing the limit to what you need for an emergency.
- Make a copy of the front and back of your credit card(s) and leave with your emergency contact in case of loss or theft.
- Download a currency converter app and any other apps for keeping track of your finances abroad (i.e. Venmo, Splittr, Splitwise).

✓ **Communication**

- Contact your mobile carrier to understand your options at your destination(s).
- Establish a communication plan with friends and family before you depart on your trip. Also, consider who your emergency contact will be during your time abroad. Keep them up-to-date on where you will be and how to contact you in an emergency.
- Research [ND alumni](#) in the area and the nearest [NDI gateways and centers](#). Reach out to them, and let them know you will be in the area.
- Research the [in-country 911 equivalent](#) at your destination(s).
- Collect all important phone numbers and addresses and (1) store in your mobile phone, (2) write them on your [emergency contact card](#) and (3) share with your emergency contact.
- Check email regularly and read all notifications from STEP.
- Respond to all Notre Dame requests for safety confirmation immediately.
- Download a communication app (i.e. WhatsApp, WeChat, Viber, Skype) to stay in contact with friends and family back home. *Important: Test before you leave the U.S.*

NEED ASSISTANCE?

Contact Notre Dame Security Police (NDSP) 24/7/365: +1 574 631 5555