

## TRAVEL HEALTH &amp; SAFETY

## International Travel Checklist

This Notre Dame International (NDI) checklist is designed to provide pre-departure planning and preparation support for all legs of your trip abroad. Please contact your sponsoring department for any specific requirements.

✓ **University-Sponsored International Travel**

- ☐ Review any [requirements and recommendations](#).
- ☐ Register your travel in the [NDI Travel Registry](#). Be sure to review the helpful information and advice for preparing for your trip included in the **Learning Content** section.

✓ **Other University Approvals (If Applicable)**

- ☐ **For Student Clubs and Organizations:** Contact the [Student Activities Office](#) to understand requirements and the approval process before booking international travel.
- ☐ **For Human Subject Research:** Contact the [Institutional Review Board](#) before booking international travel.

✓ **Travel Documents (Passport & Visa)**

- ☐ Review passport validity and visa requirements for your nationality. U.S. passport holders can review requirements at [travel.state.gov](#). All other passport holders should check travel document requirements with their governments. *Important: Many countries require a passport that remains valid for at least 6 months beyond the return date of your trip and 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.

✓ **Safety & Security**

- ☐ Review U.S. Department of State [Travel Advisory and Country Information](#) for all of your destinations: **(1)** Identify any threats (i.e. crime, protests, terrorism, natural disasters, transport); **(2)** Determine how to best mitigate your risk; and **(3)** Understand how and where to best get help in an emergency.
- ☐ Sign up for [STEP](#). *Important: Those traveling with a non-U.S. passport should leave the passport number field blank when registering.*
- ☐ Download the [Smart Traveler](#) app.

✓ **Health & Wellness**

- ☐ To ensure you are in the best health before travel, visit your therapist/counselor/physician if you have **routine or chronic health or wellness conditions** – *especially those with lengthy stays, traveling to remote areas or developing countries, seeing physicians regularly, or taking daily prescription medications. Review your trip itinerary and any possible challenges and potential supports needed to assist in assuring a successful trip abroad. If needed, develop a wellness plan specific to your trip abroad.*
- ☐ Review all [CDC](#) required and recommended vaccines and any other health threats for all of your destinations.
- ☐ If you determine you need vaccinations, make an appointment at the [University Health Center](#) (students) or [Wellness Center](#) (faculty and staff) at least 8 weeks before departure.
- ☐ If you take daily medications, research their availability and legality at your destination. If necessary, contact your physician to find an alternative 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.
- ☐ Carry a letter from your physician that describes any medical conditions and need for any prescription medications, including the generic name of prescribed drugs.
- ☐ Keep your medication in its original packaging and make sure the name on your passport matches your prescription case.

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- ☐ If you have any allergies or dietary restrictions, consider how you will manage and accommodate these at all of your destinations.
- ☐ Download the [CDC TravWell](#) app.

### ✓ International Health Insurance

- ☐ Regardless of insurer, understand **(1)** What costs you are responsible for upfront should you need medical support when abroad and **(2)** How to seek reimbursement upon return.
- ☐ If needed, contact your health insurance provider to find doctors at your destinations in advance.
- ☐ **For Undergraduate Students:** Obtain GeoBlue Insurance. Also, visit the GeoBlue website and download the [GeoBlue](#) app to find local medical providers, facilities, and services at all of your destinations. *Important: This is a University requirement. 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.*
- ☐ **For Graduate and Professional Students with AETNA:** Contact [UHS](#) to confirm coverage with AETNA for all of your destinations and activities and obtain additional coverage through GeoBlue insurance if needed. [AETNA Travel Assistance](#) is provided by [On-Call International](#).
- ☐ **For Graduate and Professional Students with a health insurance plan from outside of the university:** Contact your health insurance provider to confirm coverage for all of your destinations and activities and obtain additional coverage through GeoBlue insurance if needed.
- ☐ **For Faculty and staff under the university-sponsored health insurance plan:** Review the information on the [Benefits While Traveling Abroad](#) webpage (Office of Human Resources) before travel.
- ☐ **For Faculty and staff under a health insurance plan from outside of the university:** Contact your health insurance provider to confirm coverage for all of your destinations and activities and obtain additional coverage through GeoBlue insurance if needed.

### ✓ Trip Dates and Corresponding Events

- ☐ Research 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. Adjust your travel plans accordingly.

### ✓ Local and Breaking News

- ☐ Research trusted local and breaking news sources covering your destinations: **(1)** Subscribe to daily news reports via email and on your mobile phone; **(2)** Download trusted news source apps with push notifications; and **(3)** Follow breaking news sources on Twitter.
- ☐ Subscribe to the local U.S. embassy or consulate's [social media account](#).

### ✓ Culture

- ☐ Research the background and culture (i.e. clothing, behavior, religion, communication, language, politics, laws, attitudes, gender roles, sexual orientation) of all of your destinations. This will help you understand and plan for any differences.
- ☐ Download any useful apps (i.e. Google translate).

### ✓ Logistics (Transportation & Accommodations)

- ☐ Research arrival procedures and the safest modes of transport at all of your destinations: plan routes, book reservations in advance, and have a backup plan. *Important: Notre Dame does not permit undergraduate students to own, rent, or operate motor vehicles while abroad, including motorcycles.*

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- ☐ **For Faculty and Staff Operating Vehicles Abroad:** Review [Risk Management & Safety's - Vehicle Use Abroad On University Business](#).
- ☐ Research and book highly rated accommodations located in safe areas with low crime rates.
- ☐ Download any useful accommodation or transportation apps (i.e. Uber or local taxi apps).

✓ **Information Security & IT Equipment**

- ☐ Review the University's [IT Security for International Travel Standard](#).
- ☐ Review OIT's [Traveling with Two Step Login](#) help page.
- ☐ Set your social media accounts to private as a precaution.
- ☐ Ensure all software on your devices is up-to-date.
- ☐ Obtain the proper converter for all of your destinations.

✓ **Financial Matters**

- ☐ Notify your financial institutions of where and when you are going abroad. Ask how to best access funds at all of your destinations.
- ☐ Ask your local bank branch if you can pre-order the local currency to have before you travel.
- ☐ Set aside a spare credit/debit card and emergency cash in a safe place.
- ☐ Consider reducing your cash withdrawal limit to what you need for an emergency.
- ☐ Download any useful finance apps (i.e. currency converter, Venmo, Splittr, Splitwise).

✓ **Communication**

- ☐ Contact your mobile carrier to understand your options at all of your destinations.
- ☐ Establish a communication plan with your family, friends, and emergency contact. Be sure to set expectations for checking in while you are away. Test your communication plan before travel and once you arrive.
- ☐ Research and contact the nearest [ND alumni](#) and [NDI gateways and centers](#).
- ☐ **Important Phone Numbers and Addresses:** (1) Store in your mobile phone, (2) List on your [emergency contact card](#) and (3) Share with your emergency contact: ND program manager/local contact; NDPD 24/7 Emergency Line (574-631-5555); Local 911 equivalent; Health Insurance; Lodging (# and address); Embassy/Consulate (# and address); Emergency contact
- ☐ Download any useful communication apps (i.e. WhatsApp, WeChat, Viber, Skype).

✓ **Packing**

- ☐ **Important Documents:** These will be useful if you lose your passport, wallet, fall ill, or are detained while abroad. (1) Pack these in your hand luggage, (2) Make a copy (digital - save to the cloud, your laptop, or phone; or photocopy), and (3) Share a copy with your emergency contact: travel reservations; [emergency contact card](#); passport/visa; birth certificate (do not bring original); insurance card; credit/debits cards (front/back); and any letters (i.e. doctor's notes, prescriptions, immigration).
- ☐ Pack clothes appropriate for the culture, your activities, and the climate.
- ☐ Do not take unnecessary valuables. Remember, you want to blend in.
- ☐ Bring a backpack or cross body bag to double as a go-bag. Pack anything of importance in it.

NEED ASSISTANCE?

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