Pre-Departure Checklist for Faculty / Staff / Graduate Students
Leading Student Groups Abroad

Pre-Departure Preparations

- **U-M International Travel Policy SPG 601.31.** The policy applies to all faculty, staff and students traveling outside of the U.S. for University-related purposes, which may include, but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competitions. Schools, colleges and business units may have additional policies and procedures that support this overall policy. Please contact your school, college, or business unit for further information.

**Group leaders are responsible for ensuring the following:**

- **Authorization.** Group leaders must have their plans reviewed and approved in advance by the Dean or designated administrator of each academic or business unit in which the program is based. Please follow University guidance regarding all types of university-related group travel. Group leaders may submit the Group Travel Abroad Request to the Dean(s) or designee for review and approval.

- **University Travel Registry.** All faculty, staff, and students in the group must be registered in the University Travel Registry, accessible through Wolverine Access. This includes all trip itinerary, lodging, and overseas contact information. An authorized individual may request an Administrator role to register travel and obtain insurance on behalf of a group.

- **University Approved Travel Abroad Insurance.** All students must obtain travel abroad health insurance from the University's authorized vendor via the Travel Registry. An authorized individual may request an Administrator role to register travel and obtain insurance on behalf of a group. Insurance plan coverage information is available at UHS Travel Abroad Health Insurance. For questions email mancarestuins@umich.edu.

- **University Travel Warning and Travel Restriction Destinations.** For travel to a University Travel Warning or Restriction destination, follow University guidance regarding undergraduate and graduate/professional students. Group leaders will need to complete a Safety Plan and contact the International Travel Oversight Committee (ITOC) for review and approval.

- Comply with best practices for health, safety, and security planning for pre-departure orientation, during the trip, and for post-trip review.

- **Passports and Visas.** Ensure students apply for passports well in advance of departure. Passports must be valid for at least 6 months after your planned return date. For U.S. passport information consult the State Department's website at Travel.State.gov. Most countries require an entrance visa that must be stamped in the passport. Some require a visa for research or internships which may take weeks or months to obtain. Check the website of your destination country’s nearest embassy or consulate for visa requirements. Students who need to apply for both a passport and a visa will need to apply well in advance as a valid passport is needed for visa applications.

- **Immunizations and Health.** Contact UHS Travel Health Services for immunization and health recommendations and ensure all travelers schedule necessary appointments well in advance of travel. Travelers should take a sufficient supply of any current medications. A good guideline is to bring enough medication for the duration of your trip plus an extra 2-3 days in case of travel complications. Please note that certain medications may be considered illegal narcotics by foreign countries. Travelers should check with the foreign embassy of the country where you will be visiting to ensure that there are no restrictions on bringing their medications into those countries. A list of websites of foreign embassies in the U.S. is available at: http://www.state.gov/s/cpr/rls/dpl/32122.htm.
Health, Safety and Security. Before departure, familiarize yourself with current information on health and medical facilities, as well as personal safety and security at your destination. Be sure to carefully consider safety when arranging local lodging and transportation. Available resources include:

- **U.S. State Department Travel Warnings**
- **U.S. State Department Country Specific Information**
- **Overseas Security Advisory Council (OSAC)** for country specific information and Crime and Safety Reports

Travel advisories and notices from other countries:

- **Australia**
- **Canada**
- **France**
- **Ireland**
- **New Zealand**
- **United Kingdom**

**HTH Insurance** – Register or log-in for country specific Health and Security Profiles

**Centers for Disease Control (CDC)** - Country specific traveler’s health

**Association for Safe International Road Travel (ASIRT)** – Country specific road safety

Safety Plan. U-M’s Group Safety Plan is an effective tool where you can record emergency contact numbers, as well as health and safety information for the group. All group members should carry a copy of the Group Safety Plan during travel. If you are not leading a group to a University Travel Warning or Travel Restriction Destination, you do not need to submit the Safety Plan to ITOC for review and approval.

Smart Traveler Enrollment Program (STEP). U.S. citizens should register their travel with the State Department. You can select the “Create Account” option to register the entire group at one time. The Embassy can assist travelers in an emergency and will send routine information or emergency notices. Foreign nationals should register with their country’s equivalent registry or their embassy/consulate in the destination country.

Standards of Good Practice. The Forum on Education Abroad provides guidance for short-term programs through the **Stands of Good Practice for Short-Term Education Abroad Programs**. These standards address a range of valuable topics for planning a short-term educational program, including student learning, academic framework, code of conduct, health, safety and security, etc.

Group Travel Tips

- **Accessing Money Overseas.** All travelers should have sufficient spending money available in the form of cash, traveler’s checks, ATM and/or credit cards. Travelers should check with their bank and credit card companies to see if their credit and debit cards will work in countries you are visiting, and alert them where and when you will be traveling abroad. Travelers should make sure their credit cards have sufficient available credit to cover unexpected expenses.

- **Phone.** Evaluate options for cell phone use overseas, and verify arrangements will work at your destination. Alternate options include purchasing a local SIM card or a local calling card.

- **Home Link.** Travelers should give parents/guardians or another responsible adult information about program arrangements, emergency communication plans and the U-M administrator contact. Leave a photocopy of your front passport page, visa and ticket information.

- **Travel Planning Handbook.** Consult U-M’s **Off-Campus Travel Handbook**.

- **Data Security.** Keep personal and university-owned data secure while traveling. The Office of Information and Technology Services provides **Data Security Tips** for smartphones, tablets, laptops, etc.

- **Computer Registration.** If travelers are taking personal equipment overseas and would like to make sure they will not have to pay duty on it upon return to the U.S., register the equipment with the **U.S. Department of Homeland Security**. This can be done by completing a Certificate of Registration for Personal Effects Taken Abroad, CBP Form 4457, at the closest port of entry. In Ann Arbor, that is Detroit Metro Airport.
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☐ Carry-On Bag
☐ Check what you may bring on your flight in carry-on and checked luggage with Transportation Security Administration (TSA).
☐ Passport, itinerary and HTH travel abroad health insurance card
☐ Copy of first pages of passport, visa stamp and ticket information
☐ U-M Emergency Card
☐ HTH Travel Abroad Health Insurance booklet
☐ First aid supplies, medications, and prescriptions in original containers
☐ Group Handout with itinerary, emergency communication plans, etc.
☐ City map, guidebooks, and phrasebooks
☐ Cell phone and coverage information
☐ Change of clothes in case your luggage doesn’t arrive

☐ Group Pre-Departure Handout. Create a handout for students with key information, such as:
☐ Travel itinerary including international air travel, in-country travel, overnight accommodations
☐ Emergency communication plans and procedures
☐ Safety overview of the destination, including safety tips for transportation and accommodations
☐ On-site group communication procedures

☐ Pre-Departure Orientation. Conduct at least one in-person orientation session, addressing the following:
☐ Health, safety and security risks and mitigation strategies
☐ Emergency procedures
☐ Program arrangements
☐ Local culture, customs, appropriate dress and behavior, etc.
☐ Develop group expectations
☐ Collect photocopy of front page of each passport (and photocopy of country visa, if applicable)
☐ Collect emergency contact information
☐ Collect information regarding individual travel arrangements to/from the program site
☐ Encourage students who plan personal/leisure travel before or after the group to register in the Travel Registry and to obtain personal/leisure travel abroad health insurance via the Travel Registry.
☐ Distribute Handout, Group Safety Plan, and any other pre-departure orientation materials

☐ Arrival On-Site
☐ Confirm arrival. Notify U-M Dean or department contact that your group has arrived.
☐ Confirm orientation. Confirm meeting time and place with students.
☐ Communication. Verify that your cell phone works or buy a local SIM card or local calling card. Remind students to notify their family by phone or Email that they have arrived.
☐ Weekly Check-in. Check in weekly with your U-M department contact by Email or phone to provide an update on the group’s status.

Contact the International Center’s Education Abroad Office with questions at icoverseas@umich.edu / 734-647-2299
University of Michigan
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- **On-Site Orientation**
  - Conduct an in-person orientation on arrival day. If the group arrives at night, review any immediate health and safety issues regarding the area (potable water, hotel safety, identifying safe taxis, being out at night, etc.) and conduct orientation in the morning.
  - Introduce local staff who will be involved with supporting the group (if applicable)
  - Review health, safety and security risks and mitigation strategies and discuss any new concerns
  - Review emergency procedures
  - Review program arrangements
  - Review local culture, customs, and appropriate behavior
  - Review group expectations and add any new recommendations agreed upon by the group
  - Review program goals and activities

- **Post-Return Procedures**
  - Conduct a post-trip debrief and/or evaluation with the group.
  - Report back. Report your experiences to your school or department, including any unusual incidents (i.e., health, safety, criminal activity, or violation of university policy).
  - 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](http://www.procurement.umich.edu/forms.html)
University of Michigan Emergency Contacts

HTH Travel Abroad Health Insurance

IMPORTANT NOTE: For University-related travel, you must obtain U-M Travel Abroad Health Insurance to have access to this essential service. [http://www.uhs.umich.edu/tai](http://www.uhs.umich.edu/tai)

Outside the US, +1 [or 001 from landline] 610-254-8771 (24/7, call collect)

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

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

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.

University of Michigan Department of Public Safety (DPS)

24/7 Call Collect for Emergency

Ann Arbor  
+1 [or 001 from landline] 734-763-1131  [http://www.police.umich.edu](http://www.police.umich.edu)

Dearborn  
+1 [or 001 from landline] 313-593-5333

Flint  
+1 [or 001 from landline] 810-762-3335

For a serious emergency concerning health or safety, call DPS to contact the University for urgent assistance. The officer handling the call will contact the International Travel Oversight Committee (ITOC) responder. ITOC will alert the appropriate administrators and offices which can provide information or assistance. DPS will follow up with you to make sure that contact has been established.

U.S. State Department Overseas Citizen Services

In the U.S. and Canada  
+1 888-407-4747

Outside the US, +1 [or 001 from landline] 202-501-4444

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