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.

  - **University Travel Registry**: All faculty, staff, and students must register their University-related international travel in the University Travel Registry, accessible through Wolverine Access.
  - **University Approved Travel Abroad Insurance**: Students traveling for University-related purposes must obtain travel abroad health insurance from the University’s authorized vendor via the Travel Registry. If traveling under the sponsorship of a U-M program, check with the administrator to see if you are being enrolled. Insurance coverage information is available at UHS Travel Abroad Health Insurance. For questions, call HTH Student Insurance 734-764-5182 or email mancarestuins@umich.edu.
  - **University Travel Warning and Travel Restriction Destinations**: Individual students may submit a request with a written Safety Plan to ITOC for review and approval. If approved, students will be required to register in the University Travel Registry, obtain university-approved travel abroad health insurance, and submit a signed waiver. Undergraduate students are prohibited from traveling to University Travel Restriction destinations.

- **Passport, visa and letter of affiliation**: Obtain a passport well in advance of departure. Your passport should 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 your passport. Some require a visa for research or internships which may take weeks or months to obtain. You may need a letter of affiliation from the institution or sponsoring organization in the country you will be visiting. Check the website of your destination country’s nearest embassy or consulate for Visa requirements.

- **Immunizations and Health**: Contact UHS Travel Health Services for immunization and health recommendations. Appointments must be made 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. You should check with the foreign embassy of the country where you will be visiting to ensure that there are no restrictions on bringing your 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 your 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 - 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

Contact the International Center’s Education Abroad Office with questions at ics@umich.edu / 734-647-2299
Pre-Departure Checklist for Students Traveling Abroad

- **Safety Plan.** U-M’s Safety Plan is an effective tool where you can record emergency contact numbers, health and safety information and should carry with you during your travel. If you are not traveling to a **University Travel Warning or Restriction Destination**, you do not need to submit to ITOC for review and approval.

- **Smart Traveler Enrollment Program (STEP).** U.S. citizens should register their travel with the State Department. 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.

- **Cuba Travel.** U-M administers a general license for authorized travel to Cuba by students and faculty for educational activities. Travelers must get a letter from the **Office of Research and Sponsored Projects (ORSP)** prior to departure. Contact Sharyn Sivyer ssivyer@umich.edu for additional information.

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

- **Data Security.** Keep your 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 you are taking personal equipment overseas and would like to make sure you will not have to pay duty on it when you 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.

**Pre-Departure Preparations for Researchers**

- **Institutional Review Board (IRB) Permission.** Check with your advisor about IRB permission if you will work on faculty-sponsored research. If research involves human subjects, apply for permission from the appropriate **Health Sciences and Behavioral Sciences Institutional Review Board** at least 8 weeks before departure.

- **University Property and Equipment.** Authorization from the University is required to take U-M property or equipment out of the U.S. You must submit a Request for Removal and Use of University Equipment from the Office of Property Control. Equipment certified as owned by U-M can be brought back into the country without duty being charged.

- **Laptops, Software, and Data.** U.S. regulations usually allow basic equipment to be taken to most countries on a temporary basis without restriction. Such equipment includes a laptop computer, standard software applications and operating systems, PDA, cell phone, and data storage devices. As a precaution, travelers should remove confidential or restricted information that personally identifies individuals from laptops and storage devices. In addition, any software or data that was received under a non-disclosure agreement should also be removed. For more information see the **Office of Research and Sponsored Projects (ORSP)**.

- **U.S. Equipment, Software and Data Export Restrictions.** Export of equipment may be prohibited depending on the equipment or data and the destination of the traveler. Additionally, a license required to take equipment, technologies, materials, compounds, prototypes, or specimens for research outside the US. Such controlled items may include sensors, global positioning systems (GPS), test instrumentation, thermal imaging cameras, reagents, biological materials, and encryption or other sensitive software or data. Researchers should not take any proprietary or confidential data outside the US. The Office of Research and Sponsored Projects (ORSP) will assist travelers prior to departure to determine if export control regulations apply to the equipment they wish to take.

- **Research in OFAC Countries.** The Office of Foreign Assets Control (OFAC) administers and enforces economic sanctions programs. If you plan to conduct research in an OFAC country, you need to ensure you comply with U.S. laws and regulations. View the current list of **OFAC Sanctions Programs and Country Information.** Contact Jeff Busch in the **Office of Research and Sponsored Projects (ORSP)** for further information.
Travel Tips

- **Accessing Money Overseas.** Before departure, ask your bank and credit card companies if your credit and debit cards will work in countries you are visiting, and alert them where and when you will be traveling abroad. Make sure your credit card has sufficient available credit to cover unexpected expenses and to return home quickly if necessary.

- **Phone.** Evaluate options for cell phone use overseas, and verify arrangements will work at your destination.

- **Packing.** Check what you may bring on your flight with Transportation Security Administration (TSA).

- **Home Link.** Give parents/guardians or other responsible adult information about program arrangements, communication plan and your U-M administrator contact. Leave a photocopy of your front passport page, visa and ticket information.

- **U-M Link.** Give your U-M administrator information about how to contact you during your trip.

- **Voter Registration.** Register to vote Absentee if you will be abroad during any State or national elections http://www.fvap.gov.

**Carry-On Bag**

- Passport, itinerary and HTH health insurance card
- Copy of first pages of passport, visa stamps and ticket information
- HTH Travel Abroad Health Insurance booklet
- Letter of affiliation with host institution
- First aid supplies, medications, and prescriptions in original containers
- Information about local ground transportation arrangements
- Contact information of local medical facilities, guides and people you intend to visit
- City map, guidebooks, and phrasebooks
- Cell phone and coverage information
- Customs Letter or export license (if required)
- Letter for travel to Cuba (if required)
- Change of clothes in case your luggage doesn’t arrive

**On-Site Procedures**

- Confirm arrival. Upon arrival, notify your parent/guardian and your U-M administrative contact.

- Preceptor / Host family. Provide your preceptor or host with your travel itinerary and health insurance information.

- Phone. Make sure your cell phone works or buy a local SIM card if necessary.

- Confirm completion. Notify your U-M administrative contact when program has ended.

**Post-Return Procedures**

- Report back. Report your experiences to your school or department, including any unusual incidents (i.e., health or safety).

- 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
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/ta](http://www.uhs.umich.edu/ta)

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 and 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

*Revised November 2012*