Pre-departure Checklist for Individuals Traveling Abroad

As you prepare for your international experience, there are a number of tasks that you will need to complete before departure. Review the items on this checklist to ensure that you will have everything in order before you go abroad. Please note that this list will supplement any additional requirements set forth by your U-M department or in-country host. All resources referenced in this checklist can be found on the Global Michigan website: global.umich.edu/travelresources.

Travel Requirements

- Read the U-M International Travel Policy SPG 601.31
- Register your travel with the U-M before departure
- Complete a Safety Plan if you are traveling to a U-M Travel Warning or Travel Restriction Destination
- Complete all of the student requirements in M-Comp or UM-Flint WorldLink, if applicable
- Complete all requirements for your host institution/organization, if applicable.

Health

- Purchase HTH Worldwide travel abroad health insurance for the duration of your travel. Instructions to purchase HTH can be found at: http://www.uhs.umich.edu/tai
  Note: This is not necessary if your sponsoring department has already purchased HTH on your behalf.
- Make an appointment with your primary care physician or UHS Travel Health Services to receive vaccinations as recommended for travel to your program site and a Travax country-specific report.
- If you take medications (including eyeglass prescriptions and herbal supplements):
  - Contact the embassy of your destination country/s or call an HTH Worldwide Advisor to determine the legality of your medications for all travel destinations.
  - Visit your primary care physician to obtain generic medications for the length of time you will be onsite. Make sure you have all the information needed to carry the medication into the country/s you plan on visiting.
- Research local health conditions and recommendations by the Centers for Disease Control and Prevention (www.cdc.gov/travel) and HTH Worldwide City Health Profiles (https://www.hthtravelinsurance.com/login/login.cfm).
- Research local health facilities, including doctors, hospitals and pharmacies, using your HTH Worldwide account (https://www.hthtravelinsurance.com/login/login.cfm).
- Set up appointments on-site as necessary.
Safety

- Complete a personal safety plan. U-M’s Individual Safety Plan template is an effective tool for travel planning.
- Undergraduate, graduate, and faculty or staff leading students traveling to a location under U-M travel warning or restriction must submit a completed Safety Plan to the International Travel Oversight Committee (ITOC) for review and approval.
- Before departure, familiarize yourself with the personal safety risks and security climate of your destination. Be sure to carefully consider your safety when arranging local lodging and transportation.
- Keep your mobile devices, personal information, and sensitive university data secure while traveling. Global Michigan and Information and Technology Services provide helpful information about traveling with technology.
- Register with the U.S. State Department STEP program (U.S. citizens and travelers who are not U.S. citizens): [https://step.state.gov/step/](https://step.state.gov/step/)

Passport and Visa

- Obtain a passport in advance of departure. U.S. citizens can learn more about this process from the U.S. Department of State: [http://www.travel.state.gov/passport/passport_1738.html](http://www.travel.state.gov/passport/passport_1738.html).
- Research entry/exit requirements for your host country; determine your host country’s nearest consulate and visa regulations, including processing times.
- Make several copies of your passport and visa: leave a copy with your emergency contact and carry a copy with you.

Finances

- Arrange for any on-site expenses to be paid according to deadlines.
- If planning to receive financial aid or other funding, complete the proper paperwork from the Office of Financial Aid or other office(s).
- 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. Make sure your credit card has a sufficient balance to get you home quickly if you need to, and to cover unexpected expenses.
- Research options for purchasing currency or travelers’ checks prior to departure or upon arrival.
- Research electrical plugs and voltages in your program location; purchase converters and adapters prior to departure.
- Research airline regulations for luggage restrictions ([http://www.tsa.gov/traveler-information](http://www.tsa.gov/traveler-information)).
- Assemble a carry-on bag to include all items that you cannot afford to lose (passport, cash, medications, etc.).
Additional Information 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 [http://www.finance.umich.edu/system/files/LoanForms.pdf](http://www.finance.umich.edu/system/files/LoanForms.pdf) 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](http://www.finance.umich.edu/). Contact Krista Campeau at exportcontrols@umich.edu for further information.