Pre-Departure Checklist: Faculty and Staff

- **VALID PASSPORT** (ideally valid for at least six months after the program ends)
- **VISA(S)** or other documentation that is required for entry into your destination

**TRAVEL REGISTRATION**
- If you are traveling alone:
  - Register your travel as an International Individual in the Travel Registry
- If you are traveling with a group and you ARE the group leader:
  - Register International Group travel
- If you are traveling with a group but you ARE NOT the group leader:
  - Register your travel as an International Individual
- If you are traveling to a high risk location (Level 3 or 4 advisory according the U.S. State Department), you must complete the High Risk Travel Petition Form and submit with your Terra Dotta registration or email it to TravelRegistry@umb.edu.
  - Visit [www.umb.edu/controller/travel_registry](http://www.umb.edu/controller/travel_registry) for resources and to register your travel
  - You must register 21 days before departure, or as soon as travel is known
  - Contact TravelRegistry@umb.edu for Travel Registry-related questions

**STUDENT CHECKLIST**
- If you are traveling with a group of students, you have a master list of all students that contains their (1) name, (2) telephone number, (3) email address, and (4) emergency contact information

**EXPORT CONTROLS COMPLIANCE**
- You have reviewed the [UMass Boston export controls website](http://www.umb.edu/export)

**STEP ENROLLMENT**
- You have registered with the U.S. State Department’s Smart Traveler Enrollment Program (STEP)
  - Visit [https://step.state.gov/step/](https://step.state.gov/step/) to enroll

**PRE-DEPARTURE ORIENTATION**
- You have attended a pre-departure orientation, meeting, or consultation
- You have a program handbook or pre-departure package from your program (if applicable)
- You have received information about your destination country and location

**HEALTH CHECK**
- You have seen a doctor to receive necessary vaccinations
- You have seen a doctor to check on your general physical and mental health
- You have a sufficient supply of any medications you may need while abroad – these may be impossible to obtain once you are abroad
- See the UMass Boston [TravelWell Clinic website](http://www.umb.edu/health/travelwell) for more information

**DIETARY LIMITATIONS**
- You understand any dietary limitations at your destination
- You have verified that your program can accommodate your dietary needs

**HEALTH INSURANCE**
- You have verified that your health insurance covers you fully while abroad
- You understand the procedure for seeking and paying for medical care
- You have written down the following information about your health insurance:
  - Name of Policy:
- Number of Policy:
- Name of Principal Insured:
- 24hr Telephone Number:
- Company Email:

### TRAVEL INSURANCE/EMERGENCY TRAVEL ASSISTANCE
- You have read and understood your travel insurance or emergency travel assistance coverage (visit the UMass President’s Office [International Travel Insurance website](#))
- You understand the procedure for seeking assistance
- You have printed a **hardcopy** of the [UMass Insurance ID card](#) and will keep it with you while traveling
- You have written down the following information:
  - Name of Policy:
  - Number of Policy:
  - 24hr Telephone Number:
  - Company Email:

### EMERGENCY CONTACT INFORMATION
- You have recorded the following emergency contact information:
  - Travel itinerary information
  - Contact numbers for your airline or travel agent
  - Emergency contact number(s) for your program
  - Email addresses for your program
  - Emergency contact number(s) for your family/other contact in the U.S.

### PHOTOCOPIES
- You have made copies of your (1) passport, (2) credit cards, and (3) contact numbers for your credit cards to leave with a family member or friend
- Keep a copy of your passport and credit card information for yourself
- You have provided your family/friend(s) with your travel details and contact information while abroad

### CASH - Bring a small amount of U.S. cash with you in case of emergency

### PRE-PLANNING
- You have clear plans on how to travel safely from the airport to your host destination
- You should familiarize yourself with a backup plan for safe ground travel
- Prepare adequate and accessible funds to get to your lodging

### TRAVEL PACKAGE
- You have made a package of this information, which includes everything in this checklist:
  - Emergency contact information
  - Insurance information
  - Passport copy
  - Credit card information
- Leave a copy of this package with someone you trust in the U.S.
- Keep a copy with you while abroad

### PROGRAM CHECKLIST
- You have followed the checklist provided by your program for all preparation, packing, and other questions.