Pre-Departure Checklist: Students

- **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 DO have a UMass Boston employee ID number:
  - REGISTER your travel as an International Individual in the Travel Registry
- If you DO NOT have a UMass Boston employee ID number and are traveling as part of a group:
  - COMPLETE and SIGN the UMass Boston Conditions of Agreement Form and provide it to your group leader. The group leader should register International Group travel in the Travel Registry and submit the signed Conditions of Agreement forms.
- 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

### 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/healthwellness/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.