

THE UNIVERSITY OF OKLAHOMA

Pre-Departure Travel Checklist for Students Traveling Abroad with an OU Registered Student Organization

☐ **International Medical and Travel Insurance.**

- Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, consider purchasing supplemental medical insurance.
- Consider purchasing international travel insurance for emergency evacuation, trip interruption, lost baggage, etc.

☐ **Passport and Visa.**

- Obtain a passport well in advance of departure. If you already have a passport, check the expiration date. Your passport should be valid for at least 6 months after your planned return date. For U.S. passport information, consult the U.S. Department of State's website at <http://travel.state.gov/content/travel/english.html>.
- Check the website of your destination country's nearest embassy or consulate for Visa requirements at <http://www.state.gov/s/cpr/rls/dpl/32122.htm>. Most countries require an entrance visa that must be stamped in your passport. Additionally, some countries require a visa for research or internships which may take weeks or months to obtain. You also may need a letter of affiliation from the institution or sponsoring organization in the country you will be visiting.

☐ **Housing Arrangements.**

- Housing is one of the primary matters of concern while planning to travel abroad. It is important for you to live comfortably in a safe area and to do so with financial ease. Arrangements for housing should be done before the scheduled departure because it is often difficult to search for accommodations after arriving at a place which is new to you.
- Exercise caution in consulting/relying on unrecognized Internet sites when making your housing arrangements.
- Carry a copy of your housing information and confirmation numbers when traveling.

☐ **Immunizations and Health.**

- Review vaccinations and prescription medications required to travel to certain countries at http://wwwnc.cdc.gov/travel/destinations/list/?s_cid=cdc_homepage_topmenu_003.
- Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad. Pack enough medication for the duration of your trip plus an extra week or two supply 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.**

- 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. Department of State Travel Warnings and Alerts
<http://travel.state.gov/content/passports/english/alertswarnings.html>

U.S. Department of State Country Specific Information
<http://travel.state.gov/content/passports/english/country.html>

Centers for Disease Control – Country specific traveler’s health information
<http://www.cdc.gov/>

Association for Safe International Road Travel (ASIRT) – Country specific road safety
<http://www.asirt.org/>

- ☐ **Smart Traveler Enrollment Program (STEP).** U.S. citizens should register their travel with the U.S. Department of State at <http://travel.state.gov/content/passports/english/go/step.html>. Embassies 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.

☐ **Accessing Money Overseas.**

- Notify your bank, credit/debit card company or other financial institutions of your overseas travel to ensure your credit card and/or debit card will work in the countries you will be visiting.
- Determine whether you will be able to withdraw cash from local ATMs.
- Make sure your credit card has sufficient available credit to cover unexpected expenses and to return home quickly, in the event of an emergency.
- Check and understand the exchange rates for the countries you will be visiting. Beware of high transaction charges or unfavorable rates at exchange centers in airports or hotels. ATMs usually provide the best available exchange rate. For safety reasons, use ATMs that are located in a safe location.
- Always carry a small amount of local currency on you as not every place will accept credit cards.

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

☐ **Emergency Contact.**

- Give parents/guardians or other responsible adults information on where you will be staying and how to contact you in an emergency.
- Leave photocopies of your front passport page, visa stamps, and ticket information with parents/guardians or other responsible adult.
- Complete and carry in your wallet throughout the duration of your trip an Emergency Information Card: http://www.studentsabroad.com/handbook/images/country_img/emergencycard.jpg.

Include in Your Carry-On Bag.

- ☐ Passport, itinerary, and housing information and confirmation numbers
- ☐ Copies of first pages of passport, visa stamps, and ticket information
- ☐ Letter of affiliation with host institution or organization (if applicable)
- ☐ 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
- ☐ Change of clothes in case your luggage does not arrive
- ☐ Emergency Information Card