

CGE Student Grantees Pre-Departure Checklist

Students traveling with the Center for Global Engagement (CGE) programs must complete this checklist for travel preparation and safety.

Required Documentation

- Complete [UMB's International Travel Request Form for Students](#).
- Learn more about the [travel request form process](#).
- Sign and submit your obligation letter to CGE. If you did not receive a copy with your award letter, request it from CGE.
- Submit a copy of your passport and visa (if required) to CGE.
- If you intend to receive credit and or financial aid for your experiential global learning opportunity, you are responsible for working with your school and academic mentors to ensure that all documents for those processes are completed.

Travel Logistics

- All UMB international travelers are required to book international travel through a [UMB-approved Travel Agent](#). CGE will assist in planning and securing your flights. The UMB travel agent provides highly competitive prices.
- Faculty project leaders will set the in-country dates for your project. Any personal travel associated with this project is the full responsibility of the student in consultation with the faculty lead and CGE. Do not buy any airline tickets without full concurrence of all parties.

Passport

- Ensure your passport is valid for at least six months beyond the end date of your travel (required by many countries).
- U.S. Passport information is available at [U.S. Department of State passport information](#).
- You can find locations for submitting passport applications at the U.S. State Department's [Passport Acceptance Facility Search Page](#).

Visa(s)

- Speak with your faculty leader about securing visas to enter your project country and any need for transit visas in stopover countries.
- Check the [visa requirement](#) for each country you are visiting and traveling through.
- Visa requirements may vary. Be sure you have the correct paperwork and follow the instructions of that particular embassy or consulate.
- Apply for visas through [international consulates and embassies](#).
- International Students:** Check with the [Office of International Services](#) before traveling outside the United States. Be aware that it may take non-U.S. citizens longer to obtain a visa, so research this information early in your planning.

International SOS Travel Assistance Program

- Register your trip with [International SOS](#), UMB's Global Travel Assistance Program. This allows International SOS to assist you more expeditiously if you need their services while overseas. Please note that International SOS provides emergency medical and evacuation services; your primary health insurance should be maintained as your first insurer.
- This service provides comprehensive pre-departure information about your destination country. Visit the country page for your destination(s) to be informed about traveling there and take note of any precautions to make your trip as safe as possible.
- Download the [International SOS app](#) for immediate access to service from your mobile phone while traveling. When you open the app, it will know your location and instantly provide a button for you to connect with their closest office to assist you. You can call them if you experience a medical condition or have a question about your safety. They are there to assist you any time of day or night. They will call UMB on your behalf if they need to authorize any procedures.
- [Print](#) and travel with UMB's International SOS insurance card.
- Confirm students register with International SOS.
- NOTE: Please consider your personal travel schedules and any situations at home in order to make a decision to purchase extra travel insurance. Extra travel insurance may cover a personal event that leads to a disruption in your planned travels and airline ticket change fees, especially for personal travel booked on non-refundable tickets. International SOS provides evacuation for medical or security purposes only for you as the traveler.

Housing and In-Country Logistics

- Faculty leaders will provide you with information regarding in-country logistics such as housing, meals, transportation, and guidelines/rules that students will be expected to follow during the project. They will review any preferred processes that they or their international partnering organization has for students to pay for services.
- Review all of the required information in the [U.S. Department of State's International Travel Checklist](#) and read the country information on health and safety, locations of embassies/consulates, passport and visa requirements, and local transportation.
- It is recommended that all U.S. citizens register their trip with the State Department's [Smart Traveler Enrollment Program](#) (STEP) before you leave the U.S. You will receive important information from the Embassy about safety conditions in your destination country. If necessary, the U.S. Embassy will notify you in case of an emergency including natural disasters, civil unrest or even a family emergency.

Travel Medicine Practice and Health Information

- Check [immunization requirements](#) for each country you are visiting.
- Make an appointment with [UMB's Travel Medicine Practice](#). Appointments are limited so call at least 6-8 weeks before your departure date or consult your primary care physician if your insurance will cover the costs for:
 - Required vaccinations and travel medication. Please discuss all country destinations including layover cities for vaccine requirements. UMB's Travel Medicine Practice does provide vaccinations at cost.
 - Discuss management plan for any chronic or acute conditions, particularly any mental health concerns, even those that are well-managed at home. The [Student Counseling Center](#) is also a resource for you.
 - If you have regular medication to take with you, ask the travel clinic about whether your medication is legal to have in your possession when entering/staying in the host country. You should carry proper documentation from your doctor for medications when advised.
- Inform faculty leaders about your health management plan, if needed.

CGE Orientation and Pre-Departure Sessions

- Students are required to complete a pre-departure orientation on Blackboard. The orientation covers:
 - Identity abroad, cultural adaptation, and ethical practices
 - UMB safety and security policies, including services provided by International SOS
 - Introductions and team building

- Faculty leaders will coordinate project-specific sessions with their student team. You should expect to attend at least 2 or 3 sessions and complete assignments as given.
- Complete the required course, [Ethical Challenges in Global Health](#) (takes approximately 1 hour to complete) and send the certificate of completion to CGE.
- If your project includes research, your faculty leader will instruct you to complete the appropriate research and [human subjects training](#). Email your faculty leader the certificate of completion.

Project-Specific Assignments

- Complete assignments from your faculty leader.
- Familiarize yourself with any in-country guidelines and rules from your faculty leaders, including cultural norms.
- Ask your faculty leaders about bringing small tokens of appreciation for your country hosts or any supplies necessary for the project.