

INTERNATIONAL PRE-DEPARTURE STUDENT CHECKLIST

REQUIRED DOCUMENTATION

- Read the entire attached document that includes the UMB International travel risk policy, Basic resources for assessing international travel safety, and the UMB international assignment warning and release of liability. Please initial each page and sign and date the last page of the document before submitting it to CGE via email or at our office in the student center.
- Sign and submit your obligation letter to CGE via email or at our office in the student center
- Submit a copy of your passport to CGE via email or at our office in the student center
- If you intend to receive credit (and financial aid) for your experiential global learning opportunity, you are responsible for working with your school and academic mentors to achieve this.

TRAVEL ITINERARY

- Faculty project leaders will set the in-country dates for your project and any personal travel plans before and after your date will need approval from the faculty project leader.
- Our office will assist in planning and securing your flight itinerary through [UMB's travel agents](#). Please inform our office about including any personal travel plans into your itinerary. Students are responsible for covering any extra cost that their personal travel adds to their airfare. The UMB travel agent provides highly competitive prices.
- Please speak to your faculty leader about securing visas to enter your project country.

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.
- Please review all of the required information in the [U.S. Department of State's International Travel Checklist](#) and specifically read the country information including health and safety information, locations of embassies and consulates, passport and visa requirements and local transport information.

CGEI ORIENTATION & PRE-DEPARTURE SESSIONS

- All faculty leads and students are required to attend a scheduled orientation session that will cover: 1) UMB safety and security policies including understanding services provided by International SOS, and/or 2) team building and conflict resolution.
- 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 this required course, [Ethical challenges in global health](#). Follow the steps required to print out a certificate of completion.
- If your project includes research, your faculty leader will instruct you to complete the [research and human subjects training](#) (UMB Biomedical Research or Social & Behavioral course) and provide a certificate of completion.

TRAVEL CLINIC

Make an appointment with the [UMB Travel Clinic](#) (appointments are limited so call at least 6-8 weeks before your departure date) or consult your primary care physician or Student Health to see if your insurance will cover the costs for:

- Required vaccinations and travel medication
- Discuss management plan for any chronic or acute conditions.
- If you have regular medication to take with you on your travels, you may want to ask the travel clinic about whether your medication is legal to have in your possession when entering and staying in the host country. You should carry proper documentation from your doctor for medications when advised.

INTERNATIONAL SOS

Before you leave, we require that you:

- Register 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 health care insurer.
- This service provides quite comprehensive pre-departure information about your destination country. Visit the country page of your destination(s) and be informed about traveling there and take note of any precautions to make your trip as safe as possible.
- Download their app to your phone from International SOS's [website](#). 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.
- Have an International SOS card. You will receive one if you attend a CGEI orientation session, you may pick up one from CGEs office on the 3rd floor of the SMC Student Center, or print it out from UMB's International SOS [website](#).
- ATTENTION: Please consider your personal travel schedule and any situation at home in order to make a decision about purchasing extra travel insurance. Extra travel insurance will cover, for example, a personal or family event that leads to a disruption in your planned travels that would cover airline ticket change fees or price adjustment, especially for personal travel booked on non-refundable tickets. International SOS covers evacuation for medical or security purposes only for you as the traveler.

US STATE DEPARTMENT (STEP)

- Register your trip with the State Department's [STEP](#) program before you leave the US. 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.

PROJECT-SPECIFIC ASSIGNMENTS

- Know the project goals and deliverables and complete assignments from your faculty leader
- Familiarize yourself with any in-country guidelines and rules (including cultural norms)
- Ask your faculty leaders about bringing any small tokens of appreciation for your in-country hosts or any supplies necessary for the project

Please contact Monica Bradik at mbradik@umaryland.edu or at 410-706-0882 if you have any questions.

Documents may be submitted via email or to our office at the SMC Student Center, Rm. 334