Non-Study Abroad Pre-Departure Checklist for International Travel

Before you travel abroad on university-affiliated work or study, complete these steps.

- Complete the appropriate travel registration form at oihs.isp.msu.edu/registration
- Complete the pre-trip authorization form at ctlr.msu.edu/cotravel/
- Register in the Travelers Abroad Database at oihs.isp.msu.edu/database
- Make sure your passport is current. The expiration date should be more than six months after the end of your trip.
- Get the appropriate visa to enter your destination country. If you need a visa to return to the U.S., make sure yours will be valid when you return.
- Make two copies of all your important documents. Leave one set of copies at home, and pack the other set separately from the originals.
- Make a detailed copy of your itinerary and leave it at home and with your office.
- Visit the MSU Travel Clinic (or other travel health professional) to review:
  - significant/chronic health conditions
  - updating immunizations
  - prescriptions
- Review your international health insurance coverage and print your GeoBlue International health insurance card at geo-blue.com. (Coverage is only activated after you register in the Travelers Abroad Database.)
- Enroll in STEP (Smart Travelers Enrollment Program) at step.state.gov and update your itinerary.
- Research your destination and monitor the local news and notices from the U.S. Embassy.
- If you’re transporting research materials, software, or data, review the export control regulations at exportcontrols.msu.edu
- Print the In Case of Emergency wallet card, fill it out, and keep it in your wallet or purse.

IN CASE OF EMERGENCY

Call the local emergency service
Ambulance #: _____________________
Fire #: _____________________
Police #: _____________________

Call your leader or director
Program Leader or Resident Director: _____________________

MSU 24/7 INT’L ASSISTANCE
______-1-517-353-3784

IN CASE OF MEDICAL INCIDENT

For emergencies, call local ambulance:

For all medical incidents call HTH 24/7 Assistance Line
_______-1-610-254-8771

HTH Certificate #: _____________________
Your international cell phone #: _____________________