



Non-Education Abroad Pre-Departure Checklist for International Travel

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

<input type="checkbox"/>	Review travel registration procedures, including MSU’s policy on travel to high risk destinations: oihs.msu.edu/register .
<input type="checkbox"/>	Complete the pre-trip authorization form at ctrl.msu.edu/cotravel .
<input type="checkbox"/>	Register in the MSU Global Travel Registry at oihs.msu.edu/travel-registry .
<input type="checkbox"/>	Make sure your passport is current. The expiration date should be more than six months after the end of your trip.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Make two copies of all your important documents. Leave one set of copies at home, and pack the other set separately from the originals.
<input type="checkbox"/>	Make a detailed copy of your itinerary and leave it at home and with your office.
<input type="checkbox"/>	Visit the MSU Travel Clinic (or other travel health professional) to review: <ul style="list-style-type: none"> • significant/chronic health conditions • updating immunizations • prescriptions
<input type="checkbox"/>	Review your international health insurance coverage and learn more about International SOS medical and security assistance coverage: oihs.msu.edu/isos . (Coverage is only activated after your register in the MSU Global Travel Registry.)
<input type="checkbox"/>	Enroll in STEP (Smart Travelers Enrollment Program) at step.state.gov and update your itinerary.
<input type="checkbox"/>	Research your destination and monitor the local news and notices from the U.S. Embassy.
<input type="checkbox"/>	If you’re transporting research materials, software, or data, review the export control regulations at exportcontrols.msu.edu .
<input type="checkbox"/>	Review MSU international emergency assistance procedures: oihs.msu.edu/emergency-assistance .
<input type="checkbox"/>	Download the International SOS app and ensure you have an International SOS membership card.



Control Risks

MEDICAL AND TRAVEL SECURITY ASSISTANCE

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