

CHECKLIST FOR INTERNATIONAL TRAVEL

FOR UNIVERSITY OF MICHIGAN-FLINT FACULTY & STAFF TRAVELING INDEPENDENTLY

- ❑ **Complete University of Michigan Requirements as per the [SPG #601.31](#):**
 - ❑ **Register Travel Information in the UM International Travel Registry.** The University Travel Registry is a confidential and secure database for maintaining key travel information for faculty, staff and all students traveling off-campus, including international travel, for University-related (or personal) purposes. The University Travel Registry is the official and authoritative source of traveler information that forms the basis for the University's emergency response protocols and communications strategy (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad. All faculty and staff traveling abroad for university-related purposes must register their international travel in the [Travel Registry](#) before the expected departure date. As changes occur, faculty and staff should update the Travel Registry throughout the duration of the trip, including additional countries added during travel.
 - ❑ **Download an International Health Insurance Card.** Faculty and staff traveling internationally for any University-related purpose are covered under the university's blanket travel abroad health insurance policy. Faculty and staff are requested to sign in through the [Travel Registry](#) for university-approved travel abroad health insurance to be able to access country-specific information and resources online. Independently
 - ❑ **If Traveling on University-Related Purpose to a Destination that is Under a [University Travel Restriction](#),** you are expected to submit an [Individual Safety Plan](#).
- ❑ **Apply for Passport, if needed** (allow 3 – 6 weeks). If your trip requires a passport, be sure to verify that your passport is current and that it will not expire while you are traveling. Some countries require that your passport be valid at least six months or longer beyond the dates of your travel. Each country has its own policies for passport expiration dates.
- ❑ **Apply for a Travel Visa, if needed** (allow up to 6 weeks or longer). Visa requirements and processing times vary widely by country. [Learn about the country](#) to which you are traveling and consult the U.S. State Department site as well as the official governmental website of your destination to determine whether a visa is required; consult the appropriate Consular for the correct procedure. There are various visa processing agencies that can facilitate the acquisition of a visa for a fee. Please allow sufficient time for the processing of your visa application.
- ❑ **Receive Vaccinations/Immunizations, as required or recommended** (begin at 1 – 2 months in advance). Travel to certain countries requires inoculations against certain diseases. Detailed health information can be obtained from your local health care provider or the [Centers for Disease Control and Prevention](#). Be sure to bring your inoculation records with you on your trip and allow adequate time to complete any series of inoculations that may be required.
- ❑ **Get Adequate Supply of Prescriptions.** Be sure to have an adequate supply of any prescription medication you would need while you are away because you may not be able to obtain your medication overseas.
- ❑ **U.S. Citizens:** [Register at the U.S. Department of State](#)
- ❑ **Other Reminders:**
 - ❑ Book airline ticket
 - ❑ Take adequate funds; notify your bank if you intend to use your credit or debit card abroad
 - ❑ Consider getting an International Driving Permit, if you are staying long-term. Some countries do not recognize a U.S. driver's license
 - ❑ Make a photocopy of your important documents: leave one set with your emergency contact and take on set with you

