Checklist for International Travel by Members of the IUP Community In Connection with IUP Sponsored Programs

Please understand that there are dangers and risks to which you may be exposed by participating in an international travel activity. IUP does not require you to participate in these activities. Accordingly, you assume responsibility for any consequences associated with the dangers and risks of participating in these activities. The checklist below directs you to sites containing information of which you should be aware as you assume this responsibility and points out specific issues which should be addressed before traveling internationally. You are encouraged to use this information to minimize your international travel risks.

___ Review the U.S. Department of State website for travel warnings, advisories, and consular information sheets for your intended destination. http://www.travel.state.gov

___ Review the U.S. Center for Disease Control and Prevention website for information on traveler's health issues and obtain the recommended vaccinations for travel to the particular area or country to which you are traveling. http://www.cdc.gov

___ Review the World Health Organization website for information on disease outbreaks and emergencies. http://www.who.int/en

___ Review the International Association for Medical Assistance to Travelers website. http://www.iamat.org

___ Ensure your planned international contacts are not listed on the Specially Designated Nationals List (SDN) of individuals and entities with which the University may not do business. http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx

___ Provide IUP Travel Office staff with a completed International Travel Questionnaire and follow procedures to obtain appropriate export licenses and/or exception certifications. http://www.iup.edu/page.aspx?id=143951

___ Provide the sponsoring IUP office/program with your emergency contact information.

___ Provide the sponsoring IUP office/program with a copy of your passport and visa (if applicable).

___ Understand that IUP Campus Police are available 24 hours a day, and can be contacted in case of emergency at (724) 357-2141.

___ Understand that insurance is advisable, including medical evacuation and repatriation coverage.

___ Confirm that adequate insurance is in place to cover any medical assistance and proof of insurance can be provided if needed.

___ If traveling abroad for more than two weeks, register with your home country embassy located in the country you are visiting. This can be done by phone or in person.