

## INTERNATIONAL TRAVEL PREPARATION CHECKLIST FOR STUDENTS

To receive credit and/or a travel stipend for an international elective, you must complete the following requirements. Double-click on the icons or links to access the appropriate forms. This document is also accessible at <http://umassmed.edu/globalhealth/formsandsites.aspx>.

Timeline	Requirement	Access
During MS3	Register your elective with the Office of Student Affairs (4 <sup>th</sup> years only) Review the Office of Global Health Travel Policy and Special Travel Policy on guidelines about country of destination. Review the US Department of State Travel Information to see outstanding cautions.	<a href="http://umassmed.edu/globalhealth/travelpolicies.aspx">http://umassmed.edu/globalhealth/travelpolicies.aspx</a>  <a href="http://travel.state.gov/">http://travel.state.gov/</a>
MS4: May 1 <sup>st</sup> MS1: Mar 1 <sup>st</sup>	Complete the International Elective Support & International Placement Questionnaire	<a href="#">International Elective Support (pdf)</a>
Mar or May	Attend a UMMS Travel Preparation Workshop	
8 weeks before departure	Find out if your elective site is on the UMMS approved Test Site or Legacy Site ( <a href="http://www.umassmed.edu/globalhealth/students/approvedsites.aspx">www.umassmed.edu/globalhealth/students/approvedsites.aspx</a> ). If not – work with Michael Godkin and Olga Valdman to fill out a Foreign Project Registration ( <a href="http://www.umassmed.edu/globalhealth/students/newsiteprocessmap.aspx">www.umassmed.edu/globalhealth/students/newsiteprocessmap.aspx</a> )  Visit Student Health Services or PCP for immunizations, PEP and other travel medications <ul style="list-style-type: none"> <li>Review SHS travel packet, including PEP policies</li> <li>Complete the medical clearance form and submit to OGH</li> <li>Billing questions should be directed to Nancy Whalen</li> <li>If you need the Yellow Fever vaccine, make an appointment with the Travel Clinic</li> <li><b>To avoid pharmacy payments:</b> if your site dictates that you need PEP which only Student Health will provide, please make sure to only get it filled at UMass pharmacy. Request the Student Health account number from a Student Health representative and present that account number to UMass pharmacy to charge the PEP to Student Health and to avoid getting charged yourself.</li> </ul>	<b>Student Health Services</b> , 508-334-2818, <a href="http://umassmed.edu/studenthealth/index.aspx">http://umassmed.edu/studenthealth/index.aspx</a>  <a href="#">Student Health Travel Packet (pdf)</a>  <b>Travel Clinic</b> (for yellow fever), 508-334-5481  <a href="#">OGH Medical Clearance Form (pdf)</a>
12 to 4 weeks before departure	Get a signed Letter of Agreement for a 1-year Test Site for your Elective Site after completing the Foreign Project Registration Form (required).  Coordinate travel arrangements & consider purchasing ticket insurance  Look at travel arrangements document for tips  Review the International Medical Education packet for credit requirements, a travel checklist and health/safety tips	Contact OGH, room S1-710, 508-856-2840  Reference: <a href="#">NY Times When in Doubt, Insure</a>  <a href="#">Flight Arrangement Recommendations (pdf)</a>  <a href="#">International Medical Education Packet (pdf)</a>
4 weeks before departure	Register your travel with the Office of Global Health <ul style="list-style-type: none"> <li>Review UMMS OGH International Travel Policy; submit a special travel request waiver if proposing a trip to a destination with a US State Dept Travel Warning or Alert</li> <li>Print out AIG International Travel and Emergency Health Insurance packet (you will receive a prompt after submitting your OGH registration)</li> <li>Beyond one week after your elective if you extend for vacation travel your AIG does not cover you and you need additional insurance through MEDEX <a href="http://www.medexassist.com/">http://www.medexassist.com/</a> or SOS <a href="http://www.internationalsos.com/en/">http://www.internationalsos.com/en/</a></li> </ul>	<a href="http://umassmed.edu/globalhealth/registration/index.aspx">http://umassmed.edu/globalhealth/registration/index.aspx</a>  For help contact Jessica Chang, room S1-710, 508-856-2840
4 weeks before departure	Register your travel with the US Embassy through the Smart Traveler Enrollment Program  Call credit/debit card companies to let them know the countries you'll be traveling to prevent fraud blocks. Also inquire about ATM and credit card fees. Consider getting a Charles Schwab account specifically for traveling because they reimburse for all ATM fees from any bank in the world -	<a href="http://travel.state.gov/travel/tips/registration/registration_4789.html">http://travel.state.gov/travel/tips/registration/registration_4789.html</a>

	takes at least 3 weeks.	
1 week before departure	<p>Review travel preparation and safety tips</p> <ul style="list-style-type: none"> <li>• Review the various resources provided by International Medical Education, the Office of Global Health, the State Department and the CDC travel health websites</li> <li>• Make copies of your passport, visas and travel itineraries</li> <li>• Travel with contact information for UMMS emergency doctors (included in SHS travel packet) and a primary medical facility/physician in your host country</li> <li>• Travel with a copy of the AIG international travel insurance info</li> <li>• Coordinate and confirm plans with your host, including transport logistics, in-country emergency plans, etc.</li> </ul>	<p><a href="http://umassmed.edu/globalhealth/formsandsites.aspx">http://umassmed.edu/globalhealth/formsandsites.aspx</a></p> <p><a href="#">FBI Travel Safety &amp; Security (pdf)</a></p>
Within 4 weeks of return	<p>Electronically submit narrative and site evaluation using this process: Both your completed site evaluation form (attached) and your narrative must be submitted electronically to the Library's eScholarship@UMMS website (<a href="http://escholarship.umassmed.edu.ezproxy.umassmed.edu/intmeded">http://escholarship.umassmed.edu.ezproxy.umassmed.edu/intmeded</a>)</p> <p>Click on <a href="#">Submit Paper</a> in the left sidebar. You'll need to log in or create a free account, and then follow the instructions. Questions or feedback on the process may be directed to Lisa Palmer, Institutional Repository Librarian, <a href="mailto:lisa.palmer@umassmed.edu">lisa.palmer@umassmed.edu</a>.</p>	<p><a href="#">Guidelines for Narrative (pdf)</a></p> <p><a href="#">International Site Evaluation (doc)</a></p>
<b>MS4 only</b>		
Within 4 weeks of return	Complete the online evaluation for the UMMS 4 <sup>th</sup> year International Elective	
Within 4 weeks of return	Submit the 4 <sup>th</sup> year student performance evaluation (completed by your host preceptor) to Mick Godkin	Obtain from the Registrar, room S1-844
Within 4 weeks of return	Provide receipts to Kathy Moylan for the OME stipend, if applicable	508-856-5643, room S1-147