**International Travel Checklist**

 Request Waiver for International Travel (**PG 2)**

 Security Preparations and Emergency Plans Research Document **(PG 3)**

 Institutional Partner Contact List **(PG 4)**

 Faculty Member Evaluation **(PG 5)**

 Crisis Management **(PG 6)
 See the appropriate “Sample Emergency Plan” in Appendix 1 for guidance**

 Communication Plan **(PG 7)**

 Department/Supervisor Confirmation Letter(s) **(PG 8)**

 **Attach letter(s) on PG 9**

 Proof of Insurance and Liability Release **(PG 10)**

 **Scan: Study Abroad insurance card**

 **Screenshot: “Conditions of Participation & Release Indemnification Agreement”**

 Embassy Registration **(PG 11)**

 **Attach confirmation email**

 Peace Corps or Fulbright presence (**PG 12**)

 Travel Itinerary (**PG** **13**)

Request Waiver for International Travel

*Request must explain the purpose of travel and why the particular location is essential to proposer's academic study or research such that the program could not be relocated to an alternative location. Request should include the* ***program proposal, associated syllabi, anticipated credit, detailed travel itinerary and dates.***

\*(Attach document named Petition for Travel to High Risk Destination or fill in below. Include any supplementary documents)

Security Preparations and Emergency Plans Research Document

*Provide* ***detailed*** *information on the security situation in the country to be visited. Resources for this information should include the Department of State warnings and advisories, Overseas Security Advisory Council (OSAC), similar documents from other countries such as Canada, United Kingdom and Australia, as well as sources known to faculty/researcher through their professional networks.*

*Explain the* ***precautions planned to mitigate risks*** *to participants and program. These should include a description of how students/participants will be informed about and prepared to manage any risks of travel.*

\*Please fill in below.

Institutional Partner Contact List

*Please provide details of any institution or key contacts with which you are partnering. Include a list of their key personnel, contact information and their emergency protocols.*

\*Fill in below

**Contact 1:** Name:

Email: Phone #:

Emergency Protocol(s):

**Contact 2:** Name:

Email: Phone #:

Emergency Protocol(s):

**Contact 3:** Name:

Email: Phone #:

Emergency Protocol(s):

Faculty Member Evaluation

*Please provide a list of the faculty members or researchers associated with the trip, focusing specifically on their previous experience in the country. Please indicate if he/she has led a University of Toledo affiliated program abroad.*

**Faculty Member/Researcher 1**

Name: Email:

Department:

Has previously led a University study abroad program:

 Yes No

If yes, please specify

Previous experience in country of interest:

**Faculty Member/Researcher 2**

Name: Email:

Department:

Has previously led University study abroad program:

 Yes No

If yes, please specify

Previous experience in country of interest:

Crisis Management

*Please outline and describe how you are prepared to respond to* ***potential crises*** *while in the proposed country. These crises include but are not limited to terrorist incidents, epidemics, natural disasters, and other location-specific situational emergencies.* ***Please refer to and address questions in Appendix A related to emergency communication procedures and evacuation plans****.*

\*Fill in below

Co

Communication Plan

*Give a detailed description of your proposed* ***communication plan*** *with the group (if applicable), with the University, and with emergency contacts in the event of a crisis.*

\*Fill in below

Department/Supervisor Confirmation Letter(s)

*Provide a letter from the department chair or supervisor**for* ***each faculty or staff traveler*** *confirming a discussion regarding the risks of travel to the proposed destination and stating approval for traveler to visit the proposed destination.*

**\*Please attach all letters to completed checklist.**

Proof of Insurance and Liability Release

*All travelers will be required to purchase the University's study abroad insurance and to sign Conditions of Participation and Release and Indemnification Agreement for Countries Under a U.S. Travel Warning.”*

*To confirm completion of these criteria, please scan**and insert a picture**of your* ***Study Abroad insurance card*** *and insert a* ***screenshot*** *below of the accepted* ***“Conditions of Participation & Release Indemnification Agreement”*** *on the website.*

**Study Abroad Insurance Card**

FRONTBACK

**Accepted “Conditions of Participation & Release Indemnification Agreement”**

Embassy Registration

*Confirm that all travelers will* ***register with the U.S. embassy******or consulate*** *nearest their destination prior to arrival and will keep the U.S. embassy or consulate informed of their whereabouts while in-country. This should be done at http://travelregistration.state.gov/ibrs/home.asp.*

**Please scan/copy/attach the confirmation email(s) sent to registering parties.**

Traveler Name:

Confirmation Email:

Traveler Name:

Confirmation Email:

Traveler Name:

Confirmation Email:

Fulbright or Peace Corps Presence

*Please indicate if the country of interest has a prior exchange agreement with the Fulbright Scholarship program or the Peace Corps. Also indicate if there are currently Peace Corp volunteers or Fulbright scholars studying or working within the country.*

1. **Agreement with the Fulbright Scholarship Program**

No

 Yes

 Are there current Fulbright scholars within the country of interest?

 Yes

 No

1. **Agreement with the Peace Corps Program**

No

 Yes

 Are there current Peace Corps volunteers within the country of interest?

 Yes

 No

Travel Itinerary

(Dates, Locations, Pre-Departure Orientation (if applicable), Activities, etc.)

**University of Toledo-Sponsored Groups:** Please address the following question in your response and provide a copy of the on-site information provided to your group.

1. What do you give to students or how do you present health and safety concerns to students during orientation onsite at the beginning of the program? The instructions should include:
	1. Clear and honest discussion of the travel advisories and risk mitigation protocols.
	2. How to register for the DOS STEP notifications.
	3. How you will contact students in an emergency.
	4. Mode of transportation they should take to get to a central gathering point and how the program will pay for the transportation cost
	5. What personal items they should bring in an emergency
	6. How credit will be arranged if the program is canceled prior to the end of the term
	7. References to the appropriate pages of the Student Handbook and/or Study Abroad orientation manual—review the precautions with them.

*(Please provide a copy of the information you give to students.)*

**Appendix A**

**Sample Emergency Plan-Group Travel**

1. **General Information for Handling and Emergency:**
2. Notify the University of Toledo offices in the following order: (program team to fill in)

*(Provide emergency contact list to all on-site staff.)*

* + The University of Toledo Police (24 hours—will direct call to appropriate individual)
	+ Education Abroad Director
	+ Additional contacts as desired and outlined in the communication plan
1. How can we contact you quickly in the event of an emergency?

*(Include phone number(s) with all necessary codes, email address, home address, etc.)*

1. How will students contact you, either as the faculty sponsor remaining in South Carolina, or as the on-site program administrator, in the event of an emergency?
2. Are the students registered at the closest U.S. Embassy? Do you have a name and contact person you can reach at any time, day or night? If yes, please include the information here.

*(Include address and phone number of nearest U.S. embassy or consulate. How far is it to the embassy from the program office? If no embassy or consulate is within a six hours reach of students, suggest another official organization or institution to which they can be directed)*

1. How will you contact students and how quickly do you think this can be accomplished?

*(Can this be done in 2 hours, 4 hours, 8 hours – based on where students will be the time?)*

1. **Contingency Plans for Emergency Situations**
2. If students need to be gathered in a central location to transport them to another location, where would you gather them? How will you inform them of the location? How will they get to this location?
3. How will you transport students to the airport or to another designated location away from the program site? (a) plane (b) train (c) motor vehicle (d) bus

*(Please answer for all relevant situations.)*

1. How will you arrange for the students to fly back to the U.S. if the program is canceled?
2. If the emergency situation only involves one student (i.e., injury, personal health situation), what are the steps you would take to arrange for the student to return home?
3. If the students need to be evacuated to another location, where will this be, what stand-by arrangements have been made so that the new site is prepared to accommodate students?
4. Students should not be evacuated until you have confirmed plans with the designated Education Abroad staff person (a decision will be made by the Crisis Management Team), unless this is impossible (i.e., complete breakdown of telecommunications). How would you proceed in the event of a communication breakdown?

**Appendix A**

**Sample Emergency Plan-Individual Travel**

1. **General Information for Handling and Emergency:**
2. Notify the University of Toledo offices in the following order: (program team to fill in)

*(Provide emergency contact list to all on-site staff.)*

* + UT Police (24 hours—will direct call to appropriate individual)
	+ Education Abroad Director
	+ Additional contacts as desired and outlined in the communication plan

1. How can we contact you quickly in the event of an emergency?

*(Include phone number(s) with all necessary codes, email address, home address, etc.)*

1. Do you have a name and contact person you can reach at any time, day or night? If yes, include this individual in your **institutional partner list**.
2. What is the closest U.S. embassy or consulate to your on-site location? What is the distance between the embassy or consulate and your location?
3. **Contingency Plans for Emergency Situations**
4. How will your host company, institution, etc. communicate with you in need of an evacuation or program cancellation? Where will you go and what steps will you follow (central location, transportation means, airport access, etc.)?
5. Describe the steps you would take in order to leave your site or host country in the event of a communication breakdown (i.e., you are unable to contact your on-site hosts or the University of Toledo).
6. How will your host company, institution, etc. respond in the event that you need to return home due to injury or another situation involving personal well-being (as opposed to evacuation or program cancellation)?