

OU Faculty/Staff International Travel Health and Safety Information and Checklist

Below is important health and safety information for international travel for individual faculty and staff members **who travel on behalf of OU**. This is not an exhaustive list and does not include other administrative approval processes that may be set up in your school or college.

If you are traveling with a student or students abroad, much more will be needed, and is part of a separate study abroad program leader training process.

If you are traveling for personal reasons some of the information below will be relevant to your travel however you will not register with CISI Health Insurance through OUs office of risk management and you should purchase your own travel insurance.

BEFORE YOU GO

Go to [International Travel | Travel.State.gov](https://travel.state.gov) and read everything about your destination(s). You should also go to the US embassy page located on travel.state.gov for your destination and see if there are additional notices. These notices are often more up to date and provide localized information. Notice the emergency phone numbers for the US embassy in each country listed under the Embassies and Consulates tab. Local 911 equivalencies are also provided. It is a good idea to print out the country information and take it with you. You will also receive access to **CISI's travel dashboard** when you register for the health insurance. Please review this information as well.

Can you go? Are there any travel restrictions, like an outright ban, quarantine, etc. Please review this information before you travel. The most up to date information will be on your destination country's embassy website. You should be aware that restrictions may change quickly while you are abroad.

Do you need a visa or not? If so, OU recommends getting your visa before you leave. Some countries have a visa upon arrival option at the airport. OU discourages this unless you are sure that this method is reliable. If possible, it is always preferable to get a visa stamp in your passport before you depart the US. Visas should reflect the duration of stay, number of entries permitted, and the purpose of your visit. Please make sure your passport is valid 6 months into the future. Entry and Exit requirements are listed on travel.state.gov which is kept up to date, however the definitive resource on visas will be the embassy/consular website of your destination country. There are also third parties that will process your visa for a fee such as travisa.com

Please note the wait times if you are applying for your first passport or renewing your passport.

<https://travel.state.gov/content/travel/en/passports.html/>

If you are not a US citizen, are your documents valid for re-entry to the US? Take steps to ensure your re-entry to the US will be smooth. This includes a passport valid 6 months into the future and valid visa and supporting documentation or permanent residency card for the US.

Are there security or health risks associated with your destination? OU will not approve any undergraduate student travel or study abroad to level 4 warning countries listed on travel.state.gov. Any graduate student traveling to a level 4 country must be approved in advance. Any undergraduate travel to a level 3 warning country must be approved in advance. If you are traveling to level 3 or 4 countries, please read information on travel.state.gov carefully.

What types of vaccinations, medications are recommended or required for entry? Some destinations require proof of a yellow fever vaccine for entry. Check <https://wwwnc.cdc.gov/> for helpful advice under the Traveler's Health section. Most of the medications are recommended rather than required. It will be important for you to discuss this with your doctor or a travel health clinic. Also, some classes of medications and substances may be prohibited in your destination country. Some of this information may be listed on the Country Information section on travel.state.gov or on the embassy/consulate web page of the country you are visiting.

How do you register your travel? You must, two weeks in advance of travel, register with CISI health insurance via OU's Risk Management Office.. CISI international health insurance is a benefit provided free of charge to all OU faculty, staff, and students who travel on OU business. You must understand the insurance and information provided to you by OU. When you register, you will receive an email with your wallet card, policy documents, and a link to download the CISI app. Print out the wallet card. The CISI app will allow you to request assistance, adjust your itinerary, and access the CISI dashboard 24/7 from your phone.

<https://www.oakland.edu/riskmanagement/foreigntravel/>

Sign up for the US State Department STEP program for your destination(s). The State Department sends messages via email and text if there is an incident or issue in your destination country. The link can be found at <https://step.state.gov/step/>

If you are traveling as part of a grant you must also contact Andrea Buford, Director, Office of Sponsored Programs, abuford@oakland.edu

If your travel is personal, register for STEP only, and seek out your own travel insurance. Here is one suggestion but there are many policies. www.geobluetravelinsurance.com/

What else should you do before you leave?

- Make sure you have a working international cell phone plan, charger, and international plug adapter
- Make sure you call your bank and credit card companies to alert them of your travel so you have access to funds while abroad.
- Make sure you have the medication you need with you before you leave. Always pack medication in your carry on and in the correctly labeled bottles. Don't carry a bunch of pills in a plastic bag.
- Make sure your emergency contact in the US has a copy of your itinerary, a copy of your passport and visa (if necessary) and a way to get a hold of you. It is a good idea for your emergency contact to have a valid passport should they have to travel on your behalf.
- Take a picture of your passport ID page and visa with your cell phone so you have it, in case your passport is lost or stolen. Also carry a physical copy with you.
- If you are traveling with a laptop make sure you understand what data you can and cannot leave the US with. For information <https://www.fcc.gov/consumers/guides/cybersecurity-tips-international-travelers>
- Please check with your department and IT if you are traveling with sensitive materials or equipment. More may be needed in terms of preparation and paperwork.

WHILE AWAY

Keep up on the news at your destination. If you have registered for STEP, any important information regarding health and safety will be sent to you from the State Department. Stay clear of protests of a political nature. Don't photograph protests or political demonstrations.

PLEASE see the emergency section below. Make sure you understand how to dial back to the US. Some of the emergency numbers are calls back to standard, non-1-800 numbers. If you know how to dial home, you will know how to reach these numbers in an emergency. 1-800 numbers may not work when called from non-US phones.

Try not to book travel to arrive at destinations at a late hour or in the middle of the night when things may be closed leaving you alone or in a vulnerable position.

The two leading causes of death and injury on travel abroad are water and traffic accidents. Don't swim in bodies of water you are not familiar with. Be careful in hiring transport and wear a seatbelt. Also, if your destination is right hand drive, please take extra care in crossing the street when you are on foot as traffic comes from the opposite direction.

Understand and review your travel insurance. If you need to see a doctor, you can call CISI for advice. They will book you an appointment with an English-speaking doctor. If you have any out-of-pocket medical expenses, keep your receipts to file a claim upon your return. Maintain all documentation related to any treatment you receive so you can review it with your physician at home.

Be incredibly careful with consumption of alcohol and other substances that can make you vulnerable or a target.

There are many items that you are prohibited from bringing back into the US. Have a look at this information published by Customs and Border Protection <https://www.cbp.gov/travel/us-citizens/know-before-you-go> especially the section on prohibited and restricted items.

Establish a regular mode of contact with family, friends, colleagues in the US so they are aware of your movements. This is especially important on longer trips.

Trust your instincts.

UPON RETURN

If you are not feeling well, seek medical attention.

If you have had any medical treatment overseas, keep receipts and file a claim.

EMERGENCIES

Medical or Mental Health Emergencies

- Threat to life, limb or eye — get to a hospital or help as soon as you can. Know how to contact the local authorities for an ambulance. You can find this information on travel.state.gov Country Information (your destination, safety and security section)
- In the event of a medical or security emergency, call CISI Travel Assistance +1 855-951-2326 (toll-free) / +1 443-470-3043 (direct or collect) to seek their assistance with your case. Please note that toll free numbers do not work from overseas.
- If you need OU's help or want OU to be aware of your case, please contact the OUPD 24 hour line at +1 248-370-3331. **Safety or Security Emergencies**

Victim of a crime:

- If safe to do so, contact the local police to report the incident and get immediate help. Request a copy of the police report. Know how to contact the local authorities. You can find this information on travel.state.gov Country Information (your destination, safety and security section)
- If you are having trouble contacting local authorities: CISI Travel Assistance +1 855-951-2326 (toll-free) / +1 443-470-3043 (direct or collect) to seek their assistance with your case. Please note that toll free numbers do not work from overseas. Please note that toll free numbers do not work from overseas.
- If you need OU's help or want OU to be aware of your case, please contact the OUPD 24 hour 24-hour line at +1 248-370-3331.
- You can also contact the [U.S. Department of State](https://www.state.gov) directly from overseas by calling +1 202-501-4444 for help with emergency needs that arise as a result of the crime if you are unable to contact the nearest US Embassy.

In the event of terrorism, a violent uprising, or natural disaster:

- Shelter in a safe place and monitor the advice of local authorities.
- The US Department of State will notify and advise you (first by email) if you enrolled through [STEP](#), the Smart Traveler Enrollment Program.
 - Non-U.S. citizens can also sign up to receive travel alerts and advisories by email but you may not have access to the same emergency services. It is advisable to check with your own Embassy for similar programs.
- OU will attempt to contact you, verify your well-being, and arrange for needed transport **if** you are registered in the travel registry. Please make sure to be as accurate as possible with your travel dates and destinations so we have a good chance of locating you.
- Contact the OUPD 24 hour line at +1 248-370-3331

Call CISI Travel Assistance +Assistance: +1 855-951-2326 (toll-free) / +1 443-470-3043 (direct or collect) to seek their assistance with your case. Please note that toll free numbers do not work from overseas.

Other Emergencies

Arrest or detention abroad:

- Personally notify, or ask the prison authorities to notify, the U.S. embassy or consulate. You can find this information on travel.state.gov Country Information (your destination, safety and security section).
- You can also contact the [U.S. Department of State](http://www.state.gov) directly from overseas by calling +1 202-501-4444 if you are unable to contact the nearest US Embassy.
- Contact the OUPD 24 hour line at +1 248-370-3331.

Involved in a motor vehicle accident:

- Report the accident to the local police. You can find this information on travel.state.gov - Country Information (your destination, safety and security section).
- Follow medical emergency procedures if needed, Uunder Medical or Health Emergency section.

Missing persons:

- Notify the local police and file a missing person's report. You can find this information on travel.state.gov Country Information (your destination, safety and security section).
- Notify the nearest U.S. embassy or consulate. You can find this information on travel.state.gov - Country Information (your destination, safety and security section).
- You can also contact the [U.S. Department of State](http://www.state.gov) directly from overseas by calling +1 202-501-4444 if you are unable to contact the nearest US Embassy.
- Call CISI Travel Assistance +1 855-951-2326 (toll-free) / +1 443-470-3043 (direct or collect) to seek their assistance with your case. Please note that toll free numbers do not work from overseas.
- Contact the OUPD 24 hour line at +1 248-370-3331.

CHECKLIST:

- Passport/Visa (if necessary) as well as valid re-entry documents if you are not a US citizen
- Copies of Passport and Visa on you and left with a contact at home
- Leave a copy of your itinerary with a contact at home, keep in regular contact with home to the extent possible
- Register your Travel with CISI via OU's risk management office, print out insurance wallet card
- Register your travel in STEP
- Print out Country Information pages from travel.state.gov for all of your destinations
- Print out this document follow all of its indications
- Ample supply of needed medications
- Working cell phone
- Access to money