

# International Travel Checklist

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## TRAVEL DOCUMENTS

3 MONTHS

**Make sure you have a valid passport.** The expiration date must be longer than 6 months from the end of visit. You should have at least two blank pages available for VISA stamps.

### Learn about required VISAs or other necessary travel documents:

You may be required to obtain a VISA or other travel documents in addition to a passport. It is your responsibility to ensure that you have the correct VISA type for the activities that you are undertaking in the host country. Give yourself at least 3 months in advance of your trip to obtain a VISA.

- Information on entry/exit requirements for U.S. citizens can be found on the appropriate [U.S. Department of State country information page](#).
- VISA requirements may be different for citizens of countries other than the United States. Non-U.S. citizens should review the host country's embassy website to identify entry and exit requirements for the host country applicable to their nationality. International faculty, staff and students should also check with Vanderbilt's [International Student and Scholar Services](#) office (depending on VISA type) to determine if they need to obtain any paperwork to keep their U.S. immigration status in good standing.
- Travelers may need a letter of invitation from the host country to get a VISA. This letter can be obtained by the person who invited you to the country, or, for conferences, check the conference website for VISA entry letter information.

## AUTHORIZATION

Departmental travel authorization is required. Please learn and adhere to the travel authorization procedures specific to your department, school or division.

## BOOKING

Simple international trips may be booked using the [Concur](#) online booking tool. For complex international trips, please contact a World Travel agent, Vanderbilt's travel agency of record at **877-271-9258**.

## SAFETY

**Review U.S. Department of State Country [current travel warnings](#)** which cover safety, crime, entrance and VISA requirements, contacts for consulates and embassies, etc.

Once travel is booked through World Travel or the Concur online booking tool, your itinerary will automatically load into Vanderbilt's emergency assistance program, International SOS (ISOS). International travelers are also encouraged to complete your [ISOS Emergency Record](#) on the ISOS website. You can [login or create](#) your account. Once you have an account Vanderbilt international travelers are encouraged to REGISTER their trips.

**U.S. Department of State's Smart Traveler Enrollment Program (STEP).** In addition to the assistance and information provided by ISOS, STEP automatically sends you information and travel warnings about your destination country and can also assist with lost passports, etc., while you're traveling. An account is required to login to the site and [register](#) trip information.

[Vanderbilt Incident Response for Travel](#) (VIRT) is a team dedicated to providing safety-related guidance and assistance for members of the Vanderbilt University community who are traveling away from campus on VU-related travel. VIRT works to implement cross-campus procedures to ensure an effective and consistent response to any VU travel emergency. **Call +1 615-322-2745** any time of the

day or night, any day of the year, for expert help with health or safety issues while traveling. Tell the VU Public Safety dispatcher that you want to report an issue to VIRT.

## OTHER USEFUL LINKS

- [TSA - Travel Security Administration](#)
- [Travel Warnings - Issued by US Dept of State](#)
- [International Travel Advisories and Related Information](#)
- [US Department of State, Bureau of Consular Affairs](#)

## OTHER CONSIDERATIONS

**Export Compliance** - Check with the [Export Compliance Office](#) regarding export restrictions and best practices on traveling with laptops, research equipment and other high-tech items.

**Insurance** - **Make sure you have adequate medical insurance while traveling abroad.** Vanderbilt faculty and staff traveling on business may need to purchase supplemental international health insurance for the period they are abroad. If your health insurance doesn't have adequate coverage, you may purchase short term health insurance through Vanderbilt's group plan with [HTH insurance](#).

**Immunizations** - Check to see what, if any, immunizations are required for travel, and how far in advance you need to receive them. The [VU Occupational Health Clinic](#) provides immunizations at no cost to Vanderbilt business travelers. For those not traveling on Vanderbilt business, equivalent services are available through the Vanderbilt Travel Clinic.

**Prescriptions** - Request additional prescription medication if the duration of your trip extends beyond your supply of medicine. The Vanderbilt Travel Clinic can assist you in obtaining extra refills: [Vanderbilt Travel Clinic - Planning Ahead](#).

**Student Groups** - Contact the [Global Education Office](#) if you plan to take a group of students overseas.

**Banking** - Notify your bank and credit card company of your travel so a hold is not placed on your account. If being paid overseas, employees should establish, before departure, where his/her compensation will be deposited. You should ensure that your bank conducts business in the host country and that these funds will be available to you when needed.

**Electricity** - Electrical plugs from the USA do not fit into outlets in many foreign countries. If you plan to take a laptop or other electrical equipment on your trip, investigate what type of electrical adapter—if any—is required. [Voltage Valet](#)

## PRACTICING MEDICINE ABROAD

**Make sure all medical credentialing is complete prior to departure if you plan to work with patients.** If so, the traveler should coordinate with the host country's Ministry of Health for the institution or medical facility where practicing abroad.

Please contact [General Counsel](#) if you are working with a legal document such as an LOI or memorandum of understanding (MOU). Please contact the [Office of Risk & Insurance Management](#) early in the process and prior to departure in the event that workers compensation issues may occur.

**If clinical work is conducted, you should purchase malpractice insurance** in the host country. This should be funded by the traveler's Department and should cost no more than several hundred dollars.

**Travel approval for a medical resident needs to be approved** by the Program Director and by the Chairman of the Department and Chairman of the Section of Surgical Sciences. **If time abroad is considered part of a resident's training program, the resident must get a resident evaluation.** The time period for evaluation is to be determined by the Program Director and approved by the GME office. The roles and responsibilities need to be written, detailed, well documented, and approved by the Program Director. There should be a mentor in the host country and the curriculum should be well documented and specific to the resident's department.