International Travel Checklist

☐ Review travel advisories. Visit Travel.State.Gov

Contact your UF travel advisor or the University of Florida International Center (UFIC) with any locations at a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) Advisory.

☐ Register Trip with UF. Visit UF International Center: Travel Registration

☐ Purchase Travel Insurance. Visit UF International Center: Travel Registration

Links to CISI Insurance enrollment is found at the bottom of the UFIC travel registration page.

☐ Contact Your Division Administrator

Each Division has its own procedure when handling travel. Contact your Division Administrator to verify your Division’s travel procedures. You will turn in your Travel Registration form to your department via the direction of your Division Administrator.

☐ Visit the UF International Travel Clinic or Student Healthcare Center.

Visit months not weeks before departure. Understand responsibilities, geographic location and practice setting before consultation. Discuss During Pre-Travel Medical Consultation:

- Immunizations, Malaria Prophylaxis, Traveler’s Diarrhea, Respiratory Illnesses including, Influenza, TB, MERS, Other Vector Borne Diseases, Altitude Sickness, Environmental Hazards, Sexual Health and Bloodborne Pathogens, Supply of Post-Exposure Prophylaxis (PEP) if not available in country.

☐ Register for the Smart Traveler Enrollment Program

The Smart Traveler Enrollment Program (STEP) is a free service to all US citizens and nationals traveling abroad. You will be registered with the Embassy in order to receive important information for safety in country, be contacted in case of emergency and help family members contact you in emergency.

☐ Complete Emergency Contacts Form

☐ Complete Travel Information Form

☐ Complete Medical Information Form

☐ Read UF Principles of Engagement in Global Health

☐ Upload and Email Link or Provide All the Important Information in Print Form to Contacts

When traveling, all important information should be saved in one location for you or others to gain access when needed. Provide the emergency contacts form, travel information form, medical information form, copy of passport, copy of TEAM ASSIST CARD, copy of STEP Enrollment along with a copy of the items in your wallet to your emergency contacts and a designated person in your department. Inform your Division Administrator as to who has this emergency information for you.