

INTERNATIONAL TRAVEL – IMPORTANT INFORMATION

Any advisor/coordinator taking a group outside of the U.S. must do the following:
(OIE is the Office of International Education)

- _____ Prepare a packet of information for the participants which includes information on the following:

_____ PASSPORTS: don't assume all participants already have passports, provide information to apply or renew. Passport applications are available at the U.S. Post Office, Bexley Branch, and OIE. Passport applications are also available on line at the U.S. State Department's web site (see below). Require participants to make copies of their passport and any visa information; this should be kept in a separate place from the passport. If a passport is lost or stolen, contact the closest U.S. Embassy or Consulate for the procedure to follow in getting a replacement; the copy of the passport will be an important aid in accomplishing this. **Caution: if a passport (U.S. or foreign) expires within 6 months of the date the participant returns home, it should be renewed before leaving the United States.**

_____ VISAS: although, most participants in programs will be U.S. citizens, determine if there are non-U.S. citizens participating. Determine visa requirements for all participants for all countries that will be visited. (Check web site listed in next item for visa information)

_____ Safety Issues within a country: provide participants with the U.S. State Department website: www.travel.state.gov, this is the most up-to-date information available for both coordinator & participant.

_____ Health Issues for traveling: Check and print the CDC website for health and vaccination recommendations **early**. Some vaccinations require multiple doses given at specific intervals. You may also contact the Travel Clinic at OSU (293-2668) to determine if any immunizations are recommended for the region. Have the students check on date of last tetanus booster. The web site for Center for Disease Control (CDC) is <http://www.cdc.gov/>

_____ Emergency Contact Card for the participant and the family.
The card should include:

- The address and phone numbers for the closest U.S. embassy and consulate. (You can get this from the State Department web site.)
 - The phone number of the program coordinator (at the site)
 - The phone number of Capital University 's Public Safety Department; this office responds to phone calls around the clock, 7 days a week, and that staff can notify someone from either the OIE or the Provost's office. This will be the most efficient way to reach someone at the home campus any time, any day of the week.
 - Students should also have the overseas emergency number (in the country where they are staying) if one is available. (i.e. 911)
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- _____ Schedule an orientation session, which includes country-specific information provided by the coordinator. OIE has more general information on issues of cultural sensitivity /cultural adjustment and specific information on health and safety concerns. It is not required, but strongly recommended, that an OIE staff member handle this aspect of the orientation. Coordinators and/or Advisors may also want to check the web site: www.culturgram.com and may chose to order copies of this useful 2-page, 4 sided, information sheet; over 200 countries are profiled.
 - _____ Coordinators should not be in the position of dispensing medication but it is wise to prepare a first-aid kit which contains over-the-counter health aids such as Band-Aids, Ace bandage, Tylenol/Aspirin, anti-diarrhea medication, anti-fungal cream, Neosporin, thermometer and laxatives. Remind participants to take a supply of all medications that are used regularly as well as a prescription in generic terms for any essential medication.
 - _____ Check the exchange rate for money; comply with ALL parts of the Budget Information and Budget Proposal form which contains reminders about establishing policies for refunds, deposits, and deadlines. Determine before you go if credit cards can be used, whether it is easy to use traveler's checks or if ATM machines are readily available. (Recently, ATM machines have been easier to use than credit cards and traveler's checks in Europe and many parts of Asia.) Caution: It is not wise to carry a debit card in case of theft or loss since money could be easily withdrawn.

Participants should keep a list of credit card and bank phone numbers in a place separate place from their ATM or credit cards. These numbers can be easily used to contact the bank should either card be lost or stolen.

- _____ Provide detailed travel information to and from the site as well as travel information during the program.
 - Provide information on the safe forms of transportation to use (for example, are taxi's regulated and registered by the government, how does a person identify a registered taxi from a person running an independent business.)
 - If participants have an opportunity to go off on their own, they need to know the hours that public transportation stops operating.
 - If the participants travel separately to the site, provide step-by-step instructions on reaching the location; this may include train & bus schedules, cost and length of time it takes to reach destination.
 - Provide participants with a card with the address of where they will be staying. The card can be used to show a bus or taxi driver in case language is a barrier for understanding.

- _____ Carefully read the Crisis Management Supplement; be aware of the political and economic issues in the country. Know where to find health care and police locations.

- _____ Make extra copies of the Incident Report Form

- _____ Enroll participants in the required health/repatriation insurance; contact OIE (Office of International Education). See Check-list for the data needed. This is not major medical insurance, only evacuation and repatriation. If students have questions about more coverage, they may want to check the following web site:<http://insuremytrip.com>

- _____ Provide OIE with information from the application, which gives data on students as to year and major. This is needed for tracking purposes and for assessment.