



Travel Checklist

Before you plan your travel, **contact your school or college** for specific requirements, processes, and resources. It is recommended that all U of M travelers include the following items in their preparation.

Note: Some processes such as the SPH Field Experience registration system and the IMER registration system will automatically link you to these items in the online system. Please use that system instead of the links below to ensure that completion is recorded.

- ◇ Check with your college, school, or unit for specific travel instructions
- ◇ Review the relevant U of M Administrative Policies related to travel:
[Student Travel and Education Abroad: Health and Safety](#)
[Traveling on University Business](#)
- ◇ If applicable, complete learning agreement or project description
- ◇ Check to see if the country to which you are traveling requires [U of M Travel Approval](#). Destinations that require approval include those that are under a US State Department travel warning as well as those that pose a specific health, safety, or security concern as indicated by authorities such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities.
- ◇ Complete the [Academic Health Center's Health and Safety Pre-Departure Orientation](#) online module which provides general health and safety information for AHC students traveling abroad for University purposes and TAKEAWAY Checklist. (Enrollment key: Orientation)
- ◇ Complete the [Global Ambassadors for Patient Safety](#) online module, designed for all students who are going abroad and to volunteer in a healthcare setting. It offers tools and advice for how to get the most of your experience, without stepping beyond your qualifications and expertise.
- ◇ Visit a Travel Clinic for vaccinations and health recommendations
- ◇ Check to see if your passport is valid for 6 months beyond dates of travel
- ◇ If conducting research, consider [Institutional Review Board \(IRB\)](#) requirements
- ◇ Complete the U of M mandated [Student Release & Waiver forms](#) (Form OGC-SC245, Form OGC-SC246, or Form OGC-SC276)
- ◇ Register your travel with [GPS Alliance](#)
- ◇ Purchase [CISI insurance](#)
- ◇ Work with your school/college contact to develop an Emergency Plan
- ◇ Register with the [Smart Traveler Enrollment Program \(STEP\)](#) from the US State Department
- ◇ Complete any Pre-departure checklists required by your college/school/program.

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