



International Travel Checklist for Rosenstiel Graduate Students

Rosenstiel graduate students traveling to a country outside the U.S. for purposes related to their employment or academic fulfillment with the University must comply with [University of Miami International Travel Policy](#). We have created an easy-to-use checklist for international travel:

1. Review International Travel Risk Assessment

Before initiating any travel plans, students are encouraged to review the International Travel Risk Assessment. A copy of the assessment is provided with this checklist. The assessment does NOT need to be submitted. It is only to assist students in creating and preparing for travel.

2. Initiate Authorization Process 8 Weeks Before Departure

Check Travel Advisories and Obtain Approval for Level 3 or 4 Advisory Travel

The authorization process should be initiated at least eight (8) weeks in advance of the expected departure. The traveler should not incur travel expenses until the travel is authorized. All travelers are encouraged to complete the authorization process.

Please check your destination country or regions within countries on the U.S Department of State [Travel Advisories](#). Student travel to the countries or regions within countries, which are listed on the U.S. Department of State [Travel Advisories](#) as Level 3 or 4 require the approval of the Assistant Dean and Director of Study Abroad and the Provost. See below for instructions to receive authorization.

Level 3 Orange: Reconsider Travel

Level 4 Red: Do Not Travel

If traveling to a destination that is level 3 or 4, please continue with the following steps:

- a. *The student must complete their appropriate [Travel Authorization Form](#) which is found on the Risk Management website.*
- b. *This form must be submitted to the Rosenstiel Graduate Studies Office (GSO) via email to Sean Kennelly, Assistant Dean (sean@earth.miami.edu) in order to obtain approval from the Dean and the Office of Study Abroad. The Dean and the Office of*

Study Abroad will review the requests and provide the recommendation for travel (approval, approval with conditions, or rejection).

3. Program and Financial Approvals

If you are using University funds for your travel, please ensure all necessary programmatic and financial approvals have been acquired as per Rosenstiel Business Office requirements. Contact your faculty advisor and/or department administration for guidance.

4. Book Travel

Once travel approvals are received, you may proceed with booking your air travel through the [University of Miami Travel Portal](#), through a Travel Incorporated Agent, or on your own.

5. Register Itinerary with International SOS

Register any hotel or car rental itinerary not booked through The University of Miami Travel Portal with [International SOS](#) (itineraries made through The Travel Portal, are automatically shared with International SOS) Please note that if you book with the University of Miami Travel Portal and have previously registered with International SOS, your itinerary will automatically be registered.

6. Print a copy of the UM Travel Assistance Card and download the app

Print a copy of the [UM Travel Assistance Card](#) and download their app from app.internationalsos.com. This card contains the membership number, emergency contacts and additional information at a glance.

7. Review the University's Export Control Compliance Website

Travelers must refer to the University's [Export Control Compliance Website](#), prior to their travel for additional travel information.

8. Travel Medicine Appointment with UM Student Health Center

It is also important to stay healthy while you are travelling. Many diseases that are not found in the U.S. are found in other areas of the world, which can place a traveler at risk. To help keep you healthy, the UM Student Health Center offers a variety of services and medications to prepare you for your travels such as immunizations, malaria prophylaxis, antibiotics for travelers' diarrhea, and more. Staff also provide travel advice specific for your travel destination and activities are available from Student Health.

We encourage you to make a travel medicine appointment at Student Health or another suitable medical facility at least six (6) weeks prior to your scheduled departure. Appointments can be scheduled at mystudenthealth.miami.edu. Travelers should complete a travel medicine questionnaire prior to the appointment, which is available on the portal once the schedule your appointment. Bring your travel itinerary

and vaccination records to your appointment. Referring to the [Centers for Disease Control \(CDC\)](#) travel site will also better prepare you for your travel medicine appointment. Additional information is available on our travel medicine [webpage](#). If you have any questions, please send an email to studenthealth@miami.edu.

International Travel Risk Assessment

These questions apply to both individual travelers and groups. The trip leader/solo travelers should answer these questions.

1. Where are you traveling to? Please list all destinations and areas you will travel through.
2. Purpose of trip?
3. Will you be traveling in a group? Who is traveling with you?
4. Do you have a designated point of contact at your destination? Please list.
5. Who will serve as your emergency point of contact at home (Miami/Coral Gables/Medical)?
6. How will you communicate safe arrival/ departure and itinerary changes?
7. Do you have means to communicate/ (cellular/satellite phone etc.)?
8. What is your experience traveling internationally?
9. What is your experience traveling to the destination(s)?
10. What local support will you have for the areas of travel?
11. What lodging will you use? Is this safe and secure?
12. Who will arrange reliable transport and what transport will be used?
13. Do you speak the local language at the destination? If not, is English spoken widely? If not, will you have access to a translator?
14. Are there travel warnings published by the U.S. Department of State for the locations you will travel to?
15. Please review the guidance from [International SOS](#) for the areas you will travel to and provide details on how you will mitigate/avoid the risks.
16. What are the medical and security risk ratings for the areas you will travel based on [ISOS guidance](#)?
17. Are there any cultural/ legal sensitivities that might put your group at a higher risk based on your profile (LGBTQ/ religion/ nationality, gender, etc.)?
18. What is the standard of medical care in the areas you will be in? Based on your groups medical profile will you be able to access medical care if needed (medication and care)?
19. Have you received a verbal or written brief from ISOS? If yes, please provide the case number.
20. Will you be able to follow all advice provided by ISOS?
21. Have you received all vaccinations required by law at the country of destination?
22. Will you have been fully vaccinated for COVID-19 prior to your trip (minimum two weeks after last injection)?
23. What other concerns do you have for the travel involved or other activities that you and/or the group will participate in?