Travel Abroad Checklist

General

☐ Make sure you have a valid passport. Your passport should not expire less than 180 days prior to your return to the U.S.
☐ Determine if you will need an entry visa for any of the countries you plan to visit.
☐ Photocopy passport, visa(s), insurance card, credit card(s), tickets and other personal documents, and give copies to someone you trust at home. Keep a copy for yourself, separate from the originals.
☐ Scan important documents and email them to yourself.
☐ Carry an extra photo ID, if available.
☐ Share your itinerary with your office, family and/or friends.
☐ Educate yourself about local culture and customs.
☐ Ask your bank and credit card providers whether your cards will work at your destination. Inquire about fees and partner banks.

Health

☐ Visit the MIT Medical Travel Clinic,* to ensure that:
  o You have received all necessary vaccinations.
  o You have packed prescription medications to last your entire trip as well as extra dosages for any travel delays.
  o All of your medications are legal in the country/countries where you are traveling.
☐ Be sure you know the location of the nearest hospital or medical facility in the country/countries where you are traveling. International SOS (ISOS) can provide information on clinics and hospitals at your location(s).
☐ Make sure you understand how your health insurance coverage works abroad. If you are a student, review MIT’s Study Abroad Student Health Insurance information.
☐ Make sure you take your health insurance card with you.
☐ For additional information, please review the State Department’s Overseas Security Advisory Council (OSAC) health advice and checklist for travel.

Safety and Security

☐ Record your trip in the Institute Travel Registry to help expedite the look-up of travelers in a particular area where health, safety, or security are threatened.
☐ Enroll your trip with the U.S. Embassy's Smart Traveler Enrollment Program (STEP) to receive U.S. embassy security alerts.
If you are a student who wants to travel to a high or extreme risk country as designated in the MIT International Travel Risk policy, complete the International Travel Risk Policy Waiver Application (at least four weeks in advance).

If you are faculty or staff planning to travel to a high or extreme risk country as designated in the MIT International Travel Risk policy, sign the International Faculty/Staff Travel Risk Acknowledgment form, also accessible in the MIT Travel Registry.

- Download the ISOS mobile app.
- Review current travel advisories provided by the U.S. Department of State, ISOS, and Centers for Disease Control.
- Request ISOS card, or visit NE18-901. A copy can also be downloaded from the MIT/ISOS portal.
- Obtain and carry the phone number(s) and address(es) of the U.S. embassy and consular offices for the country(ies) you will visit. Non-U.S. citizens should carry the corresponding information for the country that issued their passport.
- While abroad, lock your cash, cards, and/or identity documents in a secure safe that only you have access to.
- Consider preparing a Muggers Wallet, and beware of common travel scams.

**Mobile devices and technology**

- Check whether you can add international calls to your cell phone service.
- If your cell phone works abroad, download the Smart Traveler App.
- Learn the international access codes for calls to and from the U.S.
- Learn the local 911 equivalent number for emergencies.
- Program important numbers into your phone before departure and keep a printed list handy.
- Review MIT’s Information Systems and Technology Secure Travel Recommendations and Technology Tips before traveling.

**While you are traveling**

- Monitor travel advisories by consulting the MIT International Travel Risk policy and real time safety alerts from the ISOS app.
- Be aware of your surroundings and any neighborhoods or areas known to be unsafe.
- Although strongly discouraged, due to significant safety and security risks, if renting a vehicle abroad, review insurance and drivers license requirements for each country and purchase insurance when you rent the vehicle. MIT’s auto insurance does not cover you while abroad.

*MIT Medical Travel Clinic services are available to all graduate and undergraduate students as well as faculty and staff who use MIT Medical for their primary care.*