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:
  - You have received all necessary vaccinations.
  - You have packed prescription medications to last your entire trip as well as extra dosages for any travel delays.
  - 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](https://www.mit.edu/international/health-safety/), complete the [International Travel Risk Policy Waiver Application](https://www.mit.edu/international/health-safety/travel-risk-policy/) (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](https://www.mit.edu/international/health-safety/), sign the [International Faculty/Staff Travel Risk Acknowledgment form](https://www.mit.edu/international/health-safety/travel-risk-policy/), also accessible in the [MIT Travel Registry](https://www.mit.edu/international/health-safety/travel-registries/). Download the ISOS mobile app.

Review current travel advisories provided by the [U.S. Department of State](https://travel.state.gov), [ISOS](https://www.mit.edu/isos), and [Centers for Disease Control](https://www.cdc.gov).

Request [ISOS card](https://www.mit.edu/isos), or visit NE18-901. A [copy](https://www.mit.edu/isos) 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](https://www.usembassy.gov) 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](https://www.mit.edu/isos).

**Mobile devices and technology**

- Check whether you can [add international calls](https://www.mit.edu/isos) to your cell phone service.
- If your cell phone works abroad, download the [Smart Traveler App](https://www.state.gov/smart-traveler-app/).
- Learn the [international access codes](https://www.mit.edu/isos) for calls to and from the U.S.
- Learn the [local 911 equivalent number](https://www.mit.edu/isos) for emergencies.
- Program important numbers into your phone before departure and keep a printed list handy.
- Review MIT’s [information systems and technology tips](https://www.mit.edu/isos) before traveling.

**While you are traveling**

- Monitor travel advisories by consulting the [MIT International Travel Risk policy](https://www.mit.edu/international/health-safety/) 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.*