International Travel Checklist
for
Yale student leaders of student travel groups

PLANNING

- All written materials describing the trip should be approved by your group’s advisor or sponsor before being distributed

- Follow the travel policies and guidelines for undergraduates (if applicable)
  - Yale University [International Travel Policy for Yale College Students](#) and [Travel Restrictions](#)
  - Yale College [Group Travel Guidelines](#)

- Remind participants to apply for their visas and passports (see [Things to Do Before You Travel Abroad](#))

- Set the trip cancellation/refund policy and make all participants aware of it
  - Advise participants to consider purchasing travel insurance, especially if the trip could be cancelled due to unforeseeable circumstances (e.g., a hurricane or civil unrest)

- Schedule a group info session with Yale [Travel Health](#) (Participants’ cost to attend is $50 compared with $100 for an individual travel consultation)

- Require travelers to get necessary [immunizations](#) and to understand how their health insurance will work (see [Ways to Protect Your Health While Abroad](#))

- Determine if Yale travelers or AYA groups visited the region recently, or if Yale alumni live there
  - Can they provide recommendations to make planning easier for you?
    - Try using [Yale Travelogue](#) or contacting the [Association of Yale Alumni](#)

- Don’t plan to rent a vehicle for you to transport the group
  - Look into contracting with a transportation service or use public transportation or taxis
    - Read more on the [risks of renting/driving a car abroad](#)

- Complete the [Emergency Contact Information](#) sheet for each of your destinations prior to the orientation; use the information to help students fill out their emergency contact cards (see below)
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PRE-DEPARTURE ORIENTATION (about 2 weeks before travel; all participants should attend)

☐ Provide travelers with a detailed itinerary
  ▪ Include flight numbers and carriers; name, address, and phone number of all accommodations; methods of travel between sites; other pertinent details
  ▪ Travelers should give a copy to their parents/guardian

☐ Designate an alternate leader in case you are sick or injured during the trip

☐ Make sure all travelers have filled out a FrontierMEDEX card

☐ Urge travelers to complete the Yale College Student International Travel orientation
  ▪ Or discuss the orientation as a group so all travelers have the same knowledge and expectations

☐ Discuss crime, culture, health issues, etc. from the Yale College Student International Travel as they pertain to your destination
  ▪ Help the other travelers know what to expect (especially if you’re familiar with the destination)
  ▪ Be prepared to answer their questions about your destination
  ▪ Use the U.S. State Dept. website, FrontierMEDEX World Watch reports, ASIRT road reports, etc.

☐ Discuss behavioral expectations (and potential consequences) with the participants
  ▪ Don’t ignore this responsibility; discussing expectations as a group will generally lead to fewer problems, better group cohesion, and a more successful trip
  ▪ Expectations of travelers should include, for example:
    o To follow Yale’s Undergraduate Regulations or other relevant behavioral policies
    o To respect their fellow travelers
    o To not partake in illegal activity or drug use
    o To not do anything that could jeopardize the group’s safety
    o To inform you (the group leader) of any travel independent of the group
  ▪ Work with your group’s advisor to develop a complete list of expectations
  ▪ Emphasize to travelers that they are responsible for their safety and for their actions
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2 WEEKS BEFORE TRAVEL

☐ Register the group’s travel (you will register for all participants)
  ■ With Yale
  ■ With the U.S. State Department Smart Traveler Enrollment Program; non-U.S. citizens register with their own embassies

☐ Obtain a cell phone for emergency use (or plan to purchase one immediately upon arrival)
  (See Things to Do Before You Travel Abroad, click on “Look into cell phones and communicating”)

☐ Email the group’s travel itinerary to the Yale College Office of Student Life

☐ Learn the locations of the nearest U.S. embassies and the best hospitals to use
  (best hospitals based on proximity, English-speaking doctors or translators, and Western standards of care)

AFTER YOU ARRIVE

☐ Remind participants of behavioral expectations

☐ Show all students the locations of the best hospitals to use and primary and secondary group meeting points (central locations where everyone will meet in the event of a large-scale emergency that affects communication)
  ■ Make sure everyone can find them; physically take the group to the sites if necessary

☐ Make sure all travelers know how to reach you by landline or the emergency cell phone
  ■ Be prepared to be on call 24/7 for the duration of the trip (but rely on help from Yale administrators and FrontierMEDEX if there is a problem; you don’t need to handle it alone!)

☐ Know how to make emergency phone calls
  Program the following numbers into your emergency cell phone, then make sure they work
  ■ Local equivalent of 911
  ■ FrontierMEDEX (1-410-453-6330)
  ■ Yale Security (1-203-785-5555)
  ■ Yale Health Acute Care (1-203-432-0123)
  ■ The nearest U.S. embassy or consulate

☐ Think about risks of the trip and your location and how you might respond to possible problems
  (see Steps You Can Take to Travel More Safely)
  ■ Then help students understand the risks and their roles in a safe, successful trip

☐ Assess the trip
  ■ Take notes to create “memories” for your organization or group, so future leaders can learn from your mistakes and successes

For additional resources visit: http://world-toolkit.yale.edu.