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 Passport Health at 844-358-3733 or accounts@passporthealthusa.com.
  - Follow these steps to arrange for a group travel consultation
  - Typically, the cost of participating in a group travel consultation will be considerably less than the cost of 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)
International Travel Checklist
for
Yale student leaders of student travel groups

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:
    - To follow Yale’s [Undergraduate Regulations](#) or other relevant behavioral policies
    - To respect their fellow travelers
    - To not partake in illegal activity or drug use
    - To not do anything that could jeopardize the group’s safety
    - 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**
International Travel Checklist
for
Yale student leaders of student travel groups

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](http://world-toolkit.yale.edu).