International Travel Checklist
for
Yale faculty, staff, and postdocs

2-3 MONTHS BEFORE TRAVELING

☐ Get a passport; check that your passport will be valid for 6 months after you return

☐ Determine if you will need a visa; try the Yale Travel Services and CIBT websites

☐ Schedule a consultation with Passport Health (203-288-3115) or your physician; get necessary immunizations

☐ Plan your work and travel with Yale guidelines in mind:
  - Guidelines for traveling on university business and other travel policies and procedures
  - Information on conducting research abroad
  - Data privacy and protection
  - Obtain permits and licenses to conduct field work, deal with antiquities, collect samples, etc.
  - Understand import and export restrictions (FYI: If you are traveling abroad, you are engaging in import/export activity)
    - Exporting electronic devices (e.g., cell phones and laptops)
    - Exporting research materials (e.g., chemicals, scientific specimens, research equipment)
  - Purchasing Card and Expense Management System requirements
  - Obtaining cash for Yale activities abroad
  - Managing other financial needs
  - Consult the University Tax Office for potential international tax implications
  - Guidance on interacting with foreign government officials and following anti-bribery regulations
  - Country-specific restrictions (e.g., sanctions and anti-boycotting laws)

2 WEEKS BEFORE TRAVEL

☐ Read the State Department’s Country Specific Information for your destination(s)
  - Other resources: FrontierMEDEX World Watch reports; ASIRT road reports (both require a NetID)

☐ Register your travel
  - Yale (requires a NetID)
  - U.S. State Department or your embassy

☐ Obtain a supply of your medications to last the duration of your trip
  - Consult the embassy (or ask your travel health physician) if your medications are legal in your destination (many medications common in the U.S. are illegal in other countries)
  - Take a copy of the prescription; keep the medications in their original containers; transport in carry-on

☐ Consider personal property insurance if taking expensive electronics or other personal belongings
International Travel Checklist
for
Yale faculty, staff, and postdocs

2 WEEKS BEFORE TRAVEL (continued)

- Make sure you understand how your health insurance coverage works abroad (see Yale Health coverage)
  
  **Purchase additional coverage if necessary** (HTH Worldwide and FrontierMEDEX are options)
  - Take your health insurance card with you; you may have trouble receiving treatment without it
  - Obtain a Yale Health insurance card

- Look into cell phones and other ways to communication from abroad; a couple options:
  - **Yale Bulldog phone card**
  - Purchase an inexpensive cell phone and local SIM card when you arrive
  - See Things to Do Before You Travel Abroad, click on “Look Into cell phones and communicating”

1 WEEK BEFORE TRAVEL

- Read helpful safety tips and understand how to prepare yourself for emergencies
- Practice being aware of your surroundings (aka ‘situational awareness’)
- Fill out and print your FrontierMEDEX card; learn how FrontierMEDEX works (it’s NOT insurance)
  - Then leave a copy of the card with a friend or family, or scan & email it to yourself and others
- Clean out your wallet; take only necessary cards and ID
- Make photocopies of important documents
  - Take a copy of each, leave a copy at home, or scan & email to yourself and others
  - Passport identification page and visa
  - Driver’s license
  - Insurance cards
  - Credit cards (front and back)
  - Flight and other travel itineraries
  - Immunizations and prescriptions; other important medical history (e.g., surgeries, severe allergies)
- Notify your bank and credit card companies where and when you’ll be traveling; check with your credit card to make sure your card will work in your destination
- Exchange enough cash to last the first few days in your destination or plan to withdraw cash at an airport ATM or currency exchange kiosk
- Download the Yale VPN client to access online resources
- Make sure your laptop, smartphone, etc. are secure
  - Create secure wireless connections
  - Remove unnecessary confidential data
  - Obtain a reliable physical lock for your laptop (airports are a prime location for laptop theft)

For additional resources visit: [http://world-toolkit.yale.edu](http://world-toolkit.yale.edu).