

PRE-DEPARTURE CHECKLIST & COMMUNICATION GUIDE

PRE-DEPARTURE CHECKLIST

LOGISTICS:

- Ensure that your **passport** is valid for at least 6 months beyond your travel end date
- Obtain a visa or other documentation required for your destination country
 - Utilize the [International SOS](#) Visa Requirements tool to determine which visa may be necessary based on your destination, stay length, and country of citizenship
 - US Citizens: See travel.state.gov for country entry requirements
 - Non-US citizens: Contact the embassy or consulate general of the destination country for entry requirements
- Register your travel in the [BU International Travel Registry](#)
- Register your travel with the US State Department's [Smart Traveler Enrollment Program \(STEP\)](#)
- Record the following information in at least two places (e.g., on your phone and hard copy):
 - Passport
 - Credit cards and/or ATM Card
 - Insurance name, policy number, and International SOS 24-hour assistance phone number
 - Travel itinerary and contact information for airline and/or travel agent
 - Addresses, emails, and phone numbers for program leaders, hosts, and accommodations
- Store this information in a secure internet-accessible drive and/or make a hard copy **package** of this information

HEALTH, SAFETY & SECURITY:

- Utilize the [International SOS](#) My Trips/Locations feature to find comprehensive information about your destination
- Download the [International SOS app](#) and log in using your bu.edu email address
- For travel groups, contact globalhss@bu.edu to schedule a **pre-departure health, safety and security training**
- For individual travelers, utilize the [Global Programs Risk Assessment Guide](#)
- Review health-related information about your destination from the **Centers for Disease Control** (cdc.gov)
- Speak with any **current health care providers** about your proposed travel
- Obtain necessary **vaccinations**
- Obtain a sufficient supply of **medications** that you may need while abroad
- Review any **dietary limitations** at your destination and verify that your program can accommodate your dietary needs
- Review information regarding the [BU-provided medical & evacuation insurance](#) to understand how it works

COMMUNICATION GUIDE

GROUP LEADER

Telephone	
Email	

BU CONTACT NAME

Telephone	
Email	

INTERNATIONAL SOS	+1 215-942-8478 (24/7 Assistance Line)
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ACCOMMODATION NAME

Address	
Phone Number	

TRAVEL AGENT OR ORGANIZATION ARRANGING YOUR PROGRAM/TRAVEL

24-hour phone number	
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MEDICAL & EVACUATION INSURANCE

Policy Name and Number	GLMN19010338
Phone Number	+1 215-942-8478
Website	International SOS Member Portal

FOR EACH DESTINATION

Closest US Embassy or Consulate	(or embassy or consulate of traveler's nationality)
Street Address	
24-hour Telephone	
Email	
US Dept. Of State Website	www.travel.state.gov

INTERNATIONAL SOS CALL COLLECT PHONE NUMBERS

United States & Canada	+1-215-942-8226
Mexico, South & Central America	+51-55-4166-2808
Europe, CIS, Africa, & Middle East	+44-208-762-8008
Asia, Australia, & Pacific Rim	+65-6338-7800
