

PRE-DEPARTURE CHECKLIST

COPIES OF IMPORTANT DOCUMENTS

Carrying copies of your documents will assist in the case of an emergency or loss.

- Make at least two copies of the itinerary, passport data page and visas, identification cards, International SOS Card, emergency contacts, immunization proof, UMB ID, and (if any) your drug prescriptions.
- Leave one copy at home or with your supervisor.
- Keep one of the copies with you, but in a different place than the originals. Avoid putting copies of documents with sensitive information in checked luggage.

CUSTOMS

- Find out about customs restrictions or banned materials at your destination.

CASH AND VALUABLES

- Research the best options for carrying cash and using credit cards at your destination.
- Call your bank to inform them about your destination and the duration of your travel. If not reported, some banks might suspect fraudulent transfers and temporarily block the use of credit cards.
- Ask your bank whether your credit card or debit will work in your destination country.
- Limit the amount of cash, and never put it in your checked luggage.
- Avoid packing flashing valuables, such as jewelry and watches, especially when traveling to remote and high-risk locations.
- Don't keep all your credit cards, identification, and cash in one place. You might also want to consider wearing a hidden money belt.

MEDICATIONS AND HEALTH CARE

- Check with your Health Insurance provider whether it provides coverage overseas.
- If you carry prescription drugs, ensure they are labeled original bottles and bring only necessary quantities. If you are unsure whether your prescription drug is legal or available in your destination country, don't hesitate to contact International SOS. The call is free of charge, and ISOS is best suited to answer any questions or concerns

- regarding your prescriptions.
- Check vaccine requirements for each destination.
- Make an appointment with UMB's Travel Medicine Practice for country medical information, vaccinations, and prescriptions for recommended drugs to buy in advance. Private organizations such as Passport Health also provide this service at an additional cost.
- Pack necessary medications, including an extra two weeks' worth, checking that packed medications are allowed in each destination country. Consider essential medicines such as ibuprofen, anti-diarrheal, allergy medications, Band-Aids, etc.
- Do not pack prescriptions or daily medications in your checked luggage.
- Consider your physical and mental health conditions that may impact your international travel. Prepare for time changes and how they will affect when you take medications.
 - Discuss your trip with your healthcare provider if appropriate.
- Be familiar with cultural or country-specific customs or living circumstances and how they might affect your well-being.
- Learn how to use the International SOS app in case of medical or other issues.

EMERGENCY CONTACTS

- Share the itinerary – flight#, hotels, etc. with your supervisor and immediate family.
- Share with your immediate family or friends the information of a point of contact (coworker or supervisor) they can contact in an emergency.

COMMUNICATION

- Determine available communication methods at your accommodation (e.g., WiFi, phone, public computer, etc.)
- Consider purchasing a temporary international plan for your cellphone or a local SIM card compatible with your phone.
- If a local SIM is incompatible with your phone, consider buying a cheap phone that you use only for calls and SMS.
- If part of a group, determine how the group will stay in contact and agree on meeting points during the international visit.
- Be familiar with communications options if the internet is not working (cell service, Eduroam, etc.)
- Stay in regular contact and leave a basic itinerary with faculty or coworkers.

YOUR LUGGAGE

- Do not mark your luggage with your name or company logo, but make sure you can

- identify it and that it has proper identity tags.
- Check the climate and weather of your destination to determine the appropriate clothing. Avoid overpacking.
- Think about possible activities you will be doing (e.g., playing sports, participating in social or cultural events, exercising, etc.) and the clothing you will need for these events.
- Consider the cultural context as you pack—what do local people wear daily?
- Remember that dress may be different or more modest than you are used to, and plan accordingly.
- In your carry-on luggage, pack travel essentials, including electric cord adapters and chargers, sunscreen/hat, eyewear (including sunglasses and, if possible, extra pair of glasses), proper footwear for the environment/project, feminine hygiene products, bug repellent, etc.
- Electrical currents vary from country to country, so make sure you know the voltage of your destination and have a power adapter and/or surge protector handy. You can consult International SOS or the U.S. State Department webpage for information regarding electrical currents.

SAFETY & SECURITY

- Take all training that the Safety & Security Team recommends. For additional information, consult the Global Hub page.
- Register with your embassy. Many countries, including the United States, offer online registration via the Smart Travelers Enrollment Plan (STEP).
- Register your trip with International SOS and obtain a pre-travel briefing to individualize precautions and contingency plans. Disclose any chronic conditions to determine how to address them best abroad.
- Download the International SOS app for mobile-phone access to their services while traveling.
- Print a copy of your International SOS membership card to carry with you.
- Consult Travel.State.Gov for any additional information or recommendations regarding your pre-travel preparation
- Reach out to the Global Hub for any Safety & Security concerns. Request to schedule a pre-departure security briefing if deemed necessary.

SIDE TRIPS

- Register your travel with International SOS so that the Safety & Security Team is aware

- when you are not in your destination country during the length of your program.

LAST BUT NOT LEAST

- Have fun!