

International Programs and Activities Planning Checklist

Planning on attending a conference, teaching, or conducting research overseas? Whether this is your first international activity or your fiftieth trip abroad, this checklist and the associated links can inform your planning. Global Support Services and other University departments are available to help you work through any unique challenges while meeting your project or program goals. For more information on any of these topics, visit globalsupport.harvard.edu or email us at globalsupport@harvard.edu.

PRE-TRAVEL STEPS

- Determine if you need a visa or should renew your passport.
- Research the safety and security of your destination. Request a pre-departure consultation, if needed.
- Register your travel with International SOS MyTrips.
- Save the International SOS number in your phone: +1-617-998-0000, and download the Assistance App. International SOS provides access to 24/7 emergency medical, mental health, security, and evacuation support. Check with your health insurance provider about your international coverage.
- Learn how to protect the data on your laptop, tablet, or phone by updating software, using a Virtual Private Network (VPN), encrypting your devices, and enabling two-step verification.

More information: globalsupport.harvard.edu/travel

ADDITIONAL STEPS FOR PROJECTS AND PROGRAMS

- Determine if you need University or School approval for your project, or other special permits.
- Budget for the unique costs associated with international projects, including currency fluctuations, taxes, and the unexpected.
- Review travel policies and pre-departure requirements if your program or activity involves Harvard students.
- Check with your School or unit's export control council member if you will be exporting or importing items such as equipment, chemicals, biological specimens, or large sums of cash.
- Review the appropriate employment and payment options if you need to hire individuals, such as a driver, translator, or research assistant.
- Learn about approval processes if you plan to sign contracts, rent office space, or open a bank account.

More information: globalsupport.harvard.edu/plan

