

Student Travel Checklist

HARVARD'S ONLINE PRE-DEPARTURE ORIENTATION



IN AN EMERGENCY

1. Call the local equivalent of "911," if appropriate.
2. Call International SOS: +1-617-998-0000 or connect through the Assistance App.

International SOS offers 24/7 worldwide medical referrals, medical and security assistance, lost passport help, and evacuation services. International SOS will also alert Harvard Global Support Services, and we can provide additional help.



BEFORE YOU GO

- Research your destination**
 - Research country-specific environmental, financial, health, legal, medical, political, safety, and telecommunications information.
 - Prepare for cultural differences. For example, think about how you dress and behave.
 - Resources include International SOS, the Centers for Disease Control and Prevention, and the U.S. Department of State.
- Register your trip**
 - Enter your lodging, transportation, and emergency contact information in the International SOS MyTrips platform.
 - Register with the embassy of your country of citizenship.
- Check visa and passport requirements**
 - Each country's requirements vary based on your citizenship, reason for travel, length of stay, and number of entries.
- Complete pre-departure requirements**
 - Review the Student Travel Policies.
 - Check the Harvard GSS Travel Risk Ratings.
 - Complete a Travel Waiver.
 - Review the expectations for conduct in your School's student handbook, which apply to you whether you're on or off campus.
 - If conducting research on human subjects, contact your School's Institutional Review Board.
 - Obtain a passport and required visas well in advance; the process may take up to 10 weeks.
 - International students: consult with the Harvard International Office.
- Complete health check-ups**
 - Talk with your health insurance provider about coverage abroad. Understand if you will need to pay out of pocket at the time of service and file reimbursements when you return.
 - Schedule a pre-travel health consultation at least 1 month before your trip to obtain necessary vaccinations and medications.
 - Obtain health clearance, if required by your program.
- Develop transportation, lodging, and communication plans**
 - Investigate your neighborhood.
 - Plan your daily route to and from your lodging and place of study, research, or work.
 - Write down emergency numbers and store them in your phone and email:
 - Local equivalent of "911," if appropriate
 - International SOS: +1-617-998-0000
 - Your country's embassy at your destination
 - Trip leader and/or in-country contact
 - Home country contact
 - Arrange a regular call schedule with someone at home; if you miss a call, that person can alert Harvard.
- Make a financial plan**
 - Budget your trip, and factor in exchange rates.
 - Notify your bank and credit card companies, and determine whether your debit and credit cards will work at your destination.

WEB RESOURCES

- globalsupport.harvard.edu: Harvard Global Support Services risk ratings, forms, policies, outbound visa services, and International SOS eligibility, country guides, travel registration, and Assistance App
- hio.harvard.edu: Harvard International Office
- oge.harvard.edu: Harvard Office of Gender Equity, which include Title IX coordinators and confidential SHARE counselors.
- travel.state.gov: U.S. Department of State, includes passport services, 911 lists, and travel alerts
- cdc.gov/travel: Centers for Disease Control and Prevention, includes health risks and vaccine information
- step.state.gov: Embassy registration for U.S. citizens
- <http://embassy.goabroad.com>: Embassy and consulate locator
- google.com/earth and maps.google.com: Area, lodging, and transportation information
- oanda.com/currency/converter: Exchange rates



2**WHILE IN COUNTRY**

- Airport arrival**
 - Remain vigilant to avoid being a target, and stay in physical contact with your luggage.
 - Test your cell phone in a secure area.
- Transportation and motor vehicles**
 - Plan your routes, safe transport, and back-up routes ahead of each excursion.
 - Rely on public transportation, if appropriate, and use only licensed taxis ordered from a trusted source.
 - *Undergraduate students:* Renting or driving any motor vehicles (cars, motorcycles, mopeds, and boats) is prohibited.
- Lodging**
 - Review locks, windows, smoke detectors, and emergency exits.
- Updating International SOS MyTrips**
 - Include any changes to your lodging and contact information, especially if you purchase a new phone or SIM card.
 - Add any day trips, overnight stays, or weekend trips.
- Communication**
 - In addition to updating MyTrips, share your plans with a Harvard contact, in-country contact, friend, or family member.
 - Avoid posting your travel plans on social media.
- Disorientation and stress**
 - Feeling some disorientation and stress is normal.
 - Establish routines, and make time for exercise and relaxation.
 - Look out for each other, and contact a trip leader or International SOS if you are worried.
- Behavior**
 - Maintain “situational awareness” and practice visualization techniques, asking “What if?” to prepare for what might go wrong.
 - Use the buddy system, and do not travel alone, especially at night.
 - What is risky at home is riskier in an unfamiliar place.
 - Certain behaviors that are culturally acceptable in the U.S. may be seen as sexual advances in other cultures.
 - Report sexual harassment to your program leader, your School’s Title IX Coordinator, and/or Harvard’s confidential SHARE counselors; you may also call International SOS.
- Injury or illness**
 - Call your local emergency number, if appropriate.
 - Contact International SOS for medical referrals.
 - Report any illness or injury requiring a doctor to International SOS, even after the fact.
- Mugging**
 - Be cautious about ATMs and cash.
 - Avoid eye contact with an attacker.
 - Comply with an attacker’s demands, unless they are trying to take you away.
 - Report any robbery or assault to International SOS.
- If you are sexually assaulted**
 - Find a safe place, then call International SOS for discreet medical attention and other help.
 - You can also obtain advice and counseling from your School’s Title IX Coordinator or Harvard’s confidential SHARE counselors.
- Crowds and demonstrations**
 - Avoid all protests; even observations may be perceived as subversive activity.
 - Do not take pictures; photographing protests may put you in jail.
- If you are arrested**
 - First, call your country’s embassy. If you cannot call, ask someone to call for you.
 - Ask the embassy to call International SOS.

3**RETURNING HOME**

- Prepare to leave**
 - Review travel documentation and departure fees.
 - Put your finances in order, and collect documentation for any reimbursements you may be seeking.
 - Consider transmitting photos and research information electronically to avoid airport searches.
 - If you’re conducting research and plan to bring biological specimens to the U.S., you may need to obtain preauthorization.
 - Have a ground transportation plan for getting to and from the airport.
- Bring your experiences back to Harvard**
 - Reverse culture shock is normal; find ways to share your experiences with other travelers.
 - Explore opportunities with Harvard’s international research centers, student groups, and the Office of International Education.

**QUESTIONS**

Contact your program director or Harvard GSS at +1-617-495-1111 or globalsupport@harvard.edu.

