

**DOMINICAN UNIVERSITY PREPARATION FOR INTERNATIONAL TRAVEL CHECKLIST**

 **[DU International Travel Policy](%5C%5C%5C%5CFileservnew%5C%5Cbusoffice%5C%5CRISK%20Management%5C%5CINTERNATIONAL%20TRAVEL%5C%5CDU%20International%20Travel%20Policy-FINAL-1-1-15.pdf)**

*Forms listed can be found on myDU>Resources>Business Office>Forms or following the checklist below.*

**For student study abroad programs:**

 Program Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Travel Dates and Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program and budget approvals completed: \_\_\_\_\_\_\_

>If country is currently under the State Department Warning list or could be considered high risk, the budget approval form must be signed by the Provost to allow travel: \_\_\_\_\_\_\_

**Please note**-at any time before departure, the Provost can revoke prior permission if the destination country is deemed unsafe.

1. Information Session held: \_\_\_\_\_\_\_
2. Orientation held: \_\_\_\_\_\_\_
3. Register with US Consulate: \_\_\_\_\_\_\_
4. CISI Insurance: \_\_\_\_\_\_\_\_
5. Copy of passport and Visa of trip participants: \_\_\_\_\_\_\_
6. Emergency Contact Information (of group and DU faculty/staff): \_\_\_\_\_\_\_
7. Is the travel destination on the State Dept warning list or considered high risk? If yes, waiver is completed by all participants: \_\_\_\_\_\_\_
8. Are non-DU persons accompanying faculty or staff abroad? \_\_\_\_\_\_\_ If yes, waiver is completed by person accompanying: \_\_\_\_\_\_\_
9. Are faculty/staff traveling with minor children abroad? \_\_\_\_\_\_\_ If yes, waiver is completed by faculty/staff member: \_\_\_\_\_\_\_
10. Participant files complete: \_\_\_\_\_\_\_

Program Director:  (*final review*) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial and date \_\_\_\_\_\_\_

Director of International Studies: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial and date \_\_\_\_\_\_\_

          >Send checklist to Director of Risk Management

Dir of Risk Mgmt received checklist: Initial and date \_\_\_\_\_\_\_\_\_\_

**For Faculty/Staff international travel *without* students:**

To register Faculty/Staff International Travel:     [Travel Registry Form](https://dominican.tfaforms.net/authenticator_ldap/login/217775)

***Forms and other information to complete checklist:***

* [Study Abroad Programs-Budget Approval Form](file:///%5C%5CFileservnew%5Cbusoffice%5CRISK%20Management%5CINTERNATIONAL%20TRAVEL%5CStudy%20Abroad%20Programs%20-Budget%20Approval%20Template-2.3.15.xlsx)
* See Appendix A of policy for details.
* Enroll yourself or your student group with the US Consulate Smart Traveler Enrollment Program at: <https://step.state.gov/step/>
* See Appendix C of policy for details.
* Mandatory CISI Insurance: see Appendix B of policy for details.
* **For individuals**-enroll online using this direct link: <https://www.mycisi.com/CISIPortalWeb/default.aspx>
	+ In order to enroll in DU’s plan, you MUST use the sponsor code for Dominican, please contact Carol Seley, Director of Risk Management at cseley@dom.edu or ext. 6953 for DU’s code. The cost is $40.85 which is reimbursed by your department.
* **For groups-**theStudy AbroadOffice handles RCAS programs and the Graduate Schools handle their programs. For any other groups, contact the Director of Risk Management in the Business Office.
* Waivers:
* [Waiver for Non-DU Persons Accompanying Faculty or Staff Abroad](file:///%5C%5CFileservnew%5Cbusoffice%5CRisk%20Management%5CINTERNATIONAL%20TRAVEL%5CWaiver%20for%20Non-DU%20Persons%20Accompanying%20Faculty%20or%20Staff%20Abroad.docx)
* [Waiver for Faculty or Staff Traveling With Minor Children Abroad](file:///%5C%5CFileservnew%5Cbusoffice%5CRisk%20Management%5CINTERNATIONAL%20TRAVEL%5CWaiver%20for%20Faculty%20or%20Staff%20Traveling%20With%20Minor%20Children%20Abroad.docx)
* [Waiver for Travel to Countries on the State Dept Warning List or Considered High Risk](file:///%5C%5CFileservnew%5Cbusoffice%5CRisk%20Management%5CINTERNATIONAL%20TRAVEL%5CWaiver%20for%20Travel%20to%20Countries%20on%20the%20State%20Dept%20Warning%20List%20or%20Considered%20High%20Risk.docx)