

CHECKLIST FOR TRAVEL ABROAD

~6-12 months before:

- Schedule a meeting with a [GHS mentor](#) to discuss project opportunities.**
 - Visit the [Office of International Programs website](#).** Review their Educational Opportunities in International Health by region webpage.
 - Research region and country of interest.** Visit the online resources in the Background Research section. Make contact with UCSF and other individuals who are familiar with the region and projects in place.
 - Research Human Subjects Protocol and IRB status.** Check the UCSF (or UC Berkeley) IRBs and make sure your work has been fully approved. Also consider the countries where you'll be researching, and check in with their review processes. Human subjects review at international universities is often a longer process than that at UCSF. Whenever possible, consult with someone who has obtained review onsite to familiarize yourself with procedures and timeline.
 - Asses your need for funding.** See [research funding opportunities at UCSF](#)
 - Obtain or update your passport**
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~4-6 months before:

- Confirm participation and dates.** Stay in contact with your project mentor or PI. Find out how your involvement will be included in your student records, if applicable.
 - Reaffirm contact information of your onsite advisor.** Make sure to fill out the [Letter of Understanding](#) (found in the Documents and Forms section) between yourself and the host institution. Ask your UCSF mentor for more information.
 - Purchase air tickets.** Find out if this is done through GHS program staff.
 - Register your travel.** Enter your profile and trip itinerary in the [iJet Worldcue Travel Intelligence Trip Brief](#) site.
 - Obtain a visa if required** by contacting the local embassy.
 - Research on-site housing arrangements, if applicable. Has someone lived there before?
 - Schedule a travel health consultation to assess medical needs, vaccinations, and medications.** Students schedule an appointment with Beth Pirkle, Travel Nurse at the [UCSF Student Health Services](#) at 415.476.1281.
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~3 months before:

- Establish health and evacuation insurance.** See the Insurance section [for Investigators](#) and [for Students](#) for more details.
 - Continue with immunization medication and visa preparations.**
 - Think about communication.** Will you use your cell phone? Buy a local one? Buy a phone card? Bring your computer? What will you need, and what can you carry?
 - Contact your bank** to get your PIN as well as to discuss limitations and fees of international use, and not freezing your account when making purchases abroad.
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~1 month before:

- Contact and send your travel itinerary** to your on-site advisor. Stay in touch
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- Confirm housing arrangements.** Communicate this information to family, friends, and GHS advisor and staff. Who has lived there before?
 - Research and inquire about the basic living conditions.** Where will you eat? How is water being supplied? What is the best mode of transportation?
 - Obtain all necessary travel documents, including passport, visas, travel insurance card, and immunization proof.** Be sure to double-check!
 - Organize two folders of photocopies of all documents, including proof of immunization and letter of agreement from host site, one to bring with you and one for your UCSF advisor/program.**
 - Scan important documents and email copies to yourself, advisors, family, friends and GHS staff.**
 - Fill out and return all necessary forms to GHS advisor.** See the Documents and Forms section.
 - Obtain a post-exposure prophylaxis (PEP) kit.** Do not expect to use resources from the clinic or country to which you are visiting. For more information, obtain the UCSF PEP Guidelines and Protocols from GHS staff.
 - Begin to pack clothing, supplies, and medications.** [Review the checklist](#)
 - Put together a personal first-aid kit.** See the Travelers' Health Kit section.
 - Do additional research regarding customs of country.** What are the dress codes, religious practices, and codes of conduct between sexes?
 - Obtain an ATM/credit card, traveler's checks, and cash.** Research ATM access in your area, as well as currency exchange information.

~1 week before:

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- Confirm travel arrangements and itinerary.**
 - If you are ill, immediately contact your advisor.**
 - Pack your bag.** Make sure it does not weigh more than the maximum allowed on each leg of your trip. Local/in-country flights are likely to have lower weight limits than international carriers. Be alert to airport security restrictions and carry-on limits. Don't forget your airplane ticket(s), passport, visa, ATM/credit card (and pin), travel insurance card, state and student ID, emergency contact information, folder of photocopies of documents, and SOP Pocket Card (see Documents and Forms section). We also recommend you carry local country currency at all times in case of an emergency.
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