

GLOBAL ENGAGEMENT



Checklist for Faculty and Staff Travelers

1. Research Your Destination

- Use the [Worldcue Trip Planning Tool](#)
Members of the University can access updated, destination-specific intelligence information from our intelligence provider via the [Worldcue Planner](#) (Net ID required).
- Review the [CDC travelers' health](#) page
- Review the [US Department of State's Country Information](#)

High-Risk Destinations

If you are leading a program or trip involving students to a high-risk destination, you must receive [University approval](#) prior to departure. Our definition of a high-risk destination has recently changed and can be found on the [Travel Reviews, Approvals, and Restrictions](#) page.

US Sanctions

Certain countries and regions are subject to US economic and trade sanctions by the Office of Foreign Assets Control (OFAC) of the US Department of the Treasury. For the most up-to-date and complete list, visit the OFAC [Sanctions Programs and Country Information page](#).

Any proposed transaction, contract, collaboration, purchase, or other transaction in, or involving, a sanctioned country or entity (whether governmental, non-profit, or commercial), or individual based in a sanctioned country, should be discussed in advance with the University's [Office of Research and Project Administration](#) (ORPA).

Information Security

Rochester faculty and staff who travel internationally with laptops, phones, and other mobile devices risk their information security through possible loss, seizure, or tampering.

To reduce the risks associated with traveling with these devices, read University IT's [Information Security Guidelines for International Travel](#).

2. Apply for Your Passport and Obtain any Necessary Visas

- **US citizens** can apply for a passport directly through the US State Department. Please review the [processing times](#) and [expedited services](#).
- **Non-US citizens** can obtain a visa from your destination country's [embassy or consulate in the US](#).
- We have also negotiated a reduced rate with VisaCentral, a visa and passport services vendor. For a fee, they can assist you with routine and expedited applications. [Access the VisaCentral Portal](#). Research the visa requirements and timelines well in advance of your departure as it can be a lengthy process.

Proof of evacuation and repatriation coverage

If you're required to show proof of evacuation and repatriation coverage to obtain a visa or other travel document, [request a letter online](#). But in order to receive this letter, your travel must be considered University-sponsored or supported.

3. Book Travel



The University's preferred travel vendors are [DePrez Travel Group](#) and [Town and Country Travel](#). When possible, please arrange your travel through one of these two agencies.

4. Register Travel



Register with Rochester

All University staff traveling internationally on University-sponsored or supported travel are required to register well in advance of departure. Faculty are strongly encouraged to register.

The registry is a convenient, one-stop service that supports emergency communications and access to University-provided travel assistance services.

[Register Travel here](#)

Register with the US Department of State

After registering your travel with the University, we strongly encourage you to register with the embassy of your country of citizenship:

US citizens: Use the State Department's [Smart Traveler Enrollment Program](#) (STEP) to receive destination-specific health and security alerts.

Non-US citizens: Use the [Go Abroad Embassy Search](#).

5. Pre-Departure Training



Most individuals or groups traveling as part of University-sponsored or supported activities or programs will have pre-departure training or orientations as part of their itinerary.

If you need a customized pre-departure training session for your group, we are happy to help.

[Request a customized pre-departure training](#)

Online training

Please complete the Travel Safety and Resources Module before going abroad. This module gives you an overview of:

- Travel resources available at the University
- Health insurance information
- Travel planning tools and tips
- Emergency response and assistance services offered by the University

Access module using MyPath

In the search box on the upper right, type in "UR Travel Safety & Resources", then Enter

- Click on the selected lesson title
- If prompted, click on the 'Request' button
- Click 'Launch'

Access module using **Blackboard**

Search “UR Travel Safety and Resources” in the Course Search or in the Course Catalog, under Administrative.

Trip Leader Workshop

The Office for Global Engagement and **Center for Education Abroad** offer international trip leader workshops for faculty and staff who will be leading travelers abroad on University-sponsored or supported programs and activities. This training covers how to:

- Use travel planning resources
- Develop an itinerary that mitigates risk
- Establish emergency plans
- Activate health insurance and travel assistance services
- Register your travel with the University

To schedule a workshop contact travelsecurity@rochester.edu.

6. Review Your Health Insurance □

If you are currently enrolled in a University health plan, here is what each plan covers:

- **Aetna When Traveling** (PDF) describes covered services for plan members while traveling (e.g., pharmacy, non-life threatening situations, and life-threatening situations) as well as emergency contact information.
- **BCBS Global Core**—Search providers, get news alerts and access emergency information and medical translations. Note: When you initially visit the website, you must enter the first three letters of your insurance ID. Those letters are: “URL.” For all Rochester health plan members, these letters are the same.
- PRINT your **BCBS Global Core brochure** (PDF) and carry it while abroad
- DOWNLOAD the **BCBS Global Core mobile app**, available for iPhone and Android.

If you are NOT currently enrolled in a University health plan, here are the next steps:

- Check with your insurance provider to see what they cover internationally. Some topics to ask your provider about include:
 - Medical emergency coverage
 - Obtaining prescription drugs overseas
 - Locating health service providers abroad
 - How to obtain a copy of your health insurance card

7. Visit a Health Professional □

- All travelers are encouraged to make appointments with their primary care physicians for a pre-departure physical at least 60 days in advance of travel.
- You should also discuss Immunizations, prescriptions, and advice tailored to specific destinations and health conditions.

Passport Health Travel Clinic

For a fee, **Passport Health** partners with the University to offer comprehensive travel services to individuals planning an overseas trip. Its healthcare professionals are travel experts who can help you plan a safe, worry-free trip. To learn more or to schedule an appointment, call (585) 275-8884 or **contact Passport Health online**.

8. Review Rochester Travel Assistance Services Provided by Europ

Review your Rochester Travel Assistance Services, provided by Europ (Medical and Security Evacuation).

Travel assistance is DIFFERENT than health insurance coverage. Thus, travel assistance has a separate ID card.

All University faculty and staff are covered under Rochester Travel Assistance Services, provided by Europ when traveling for University-sponsored or supported activity. There is **NO additional cost for this benefit**. Travel Assistance provides support services in case of emergencies, including:

- Emergency medical services
- Security evacuation services
- Emergency travel arrangements
- Information services

PRINT your Europ Travel Assistance Services ID card (PDF) (University NetID required) or *download the number from the tab below.*

View Policy Certificate (PDF) (University NetID required)

View Schedule of Benefits (PDF) (University NetID required)

If you're required to show proof of evacuation and repatriation coverage to obtain a visa or other travel document, **request a letter online**. But in order to receive this letter, your travel must be considered University-sponsored or supported.

9. Download the University's Emergency Contact Numbers

Global Travel Contact Card

Download the University's emergency numbers straight to your phone's contacts by texting the message URGlobalTravel to the number 444-999 or by clicking **here on your phone**. If it's not saving, **try troubleshooting**. Or **print the card here**.

You have three options for emergency assistance abroad:

1. **Call local** emergency services first.
2. **Call the Manager for International Travel and Security** at **+1 585-857-1168** for immediate recommendations and resource support.
3. **Call the University's Department of Public Safety** 24/7 Emergency Line at **+1 585-275-3333** for emergencies.