

## PROCEDURES FOR TEMPLE FACULTY/STAFF ORGANIZING OR LEADING TEMPLE STUDENTS ABROAD

So that Temple University can assist in the event of an emergency or crisis abroad, all Temple University faculty and/or staff organizing or leading Temple University students abroad on **approved** activities organized, sanctioned and/or funded by Temple University are required to take the following steps before departure. Group leaders are responsible for ensuring that each group member completes the appropriate steps and for submitting any necessary forms to Education Abroad and Overseas Campuses.

Contact Lezlie McCabe ([lezlie.mccabe@temple.edu](mailto:lezlie.mccabe@temple.edu)) **at least three months prior to proposed travel** to review the approval process (also described below).

*Please note that official university programs/activity are prohibited in countries that are under United States Department of State travel warnings; a complete listing can be found here: <https://travel.state.gov/content/passports/en/alertswarnings.html> and/or countries rated as high or extreme travel risk by *International SOS*.*

### 1. Travel Approval

- a. Temple faculty/administrators are required to complete and submit the **Group International Travel Approval Form** for approval when proposing to organize or lead students abroad for activities that are organized, sanctioned and/or funded by Temple University (but not administered by Education Abroad & Overseas Campuses). All group travel involving students must be approved before making travel arrangements and group leaders/organizers are required to seek approval **at least three months prior to proposed travel**.
- b. Submit the *Group International Travel Approval Form* to the attention of Lezlie McCabe, Associate Director, Education Abroad & Overseas Campuses; 200 Tuttleman Learning Center, Phone: 215-204-0720, Fax: 215-204-0729, Email: [study.abroad@temple.edu](mailto:study.abroad@temple.edu).

***Upon program approval, group leaders are responsible for ensuring that each group member completes the following steps and for submitting the following student forms to Education Abroad and Overseas Campuses, on behalf of the entire group, within one month of travel.***

### 2. Pre-travel Country-Specific Information <https://travel.state.gov/content/passports/en/country.html>

- a. Group leaders should provide students with any worldwide cautions in effect by the State Department, the link to their **Students Abroad website** (which contains information about health, safety, and techniques for smart traveling), as well as the Country-Specific information sheet for the program destination(s), especially noting:
  - i. Passport/visa requirements
  - ii. Necessary immunizations
  - iii. Safety and security information, including local laws
  - iv. Location and contact information for U.S. embassies and consulates
- b. Group leaders should strongly advise all participants (including themselves) who are U.S. citizens or permanent residents to register their stay abroad with the U.S. State Department's **Smart Traveler Enrollment Program (STEP)**, which allows the State Department to communicate with you in the event of an emergency. Those who are not U.S. citizens or permanent residents should register with the Embassy of their home country in their destination.
- c. Group leaders should utilize International SOS's country-specific reports, and either print or email a report for each program destination to all students. *International SOS is described in detail, below.*
  - i. Visit **Temple's International SOS portal**, and click on "Print/Email Report"
- d. Group leaders should also consult with International SOS ([phlopsmed@internationalsos.com](mailto:phlopsmed@internationalsos.com) or 215-942-8226) for further information and/or clarification on passport/visa requirements, necessary immunizations, safety and security information (including local laws), or specific concerns you or group members may have about travel, medical, and/or security issues in your destination.

### 3. Student Forms

<https://tutr.temple.edu/lforms.aspx>

- a. All student travelers must complete the forms listed below. You should collect the forms for each student.

Review health forms and disability accommodation letters for all students and discuss any concerns as they relate to going abroad. If you have any concerns about health issues students have disclosed, please consult with International SOS (described below) as soon as possible at [phlopsmed@internationalsos.com](mailto:phlopsmed@internationalsos.com) or 215-942-8226, and/or encourage students to do the same.

- b. Finally, submit copies to sponsoring department and Education Abroad and Overseas Campuses at least **one month prior to departure**. In addition, keep all student health and emergency contact information at your disposal for quick reference for the duration of the program.
  - i. Emergency Contact Form
  - ii. Assumption of Risk and Release Form
  - iii. Health Information Form
  - iv. Disability Accommodation Letter (if applicable)

#### 4. International Travel Medical Insurance

[https://www.internationalsos.com/Members\\_Home/login/clientaccess.cfm?custno=11BSGC000017](https://www.internationalsos.com/Members_Home/login/clientaccess.cfm?custno=11BSGC000017)

All students traveling internationally on Temple University organized, sanctioned or funded activities and group leaders are required to register their travel with International SOS (*described below*), to ensure coverage with Nationwide International Travel Medical for the duration of their time outside of the U.S. This coverage provides the group with a comprehensive program of insurance benefits and services that covers 100% of medically necessary doctor's visits and emergency care overseas, including those dealing with pre-existing conditions. Like the existing security and advisory services provided by International SOS described below, the cost of the international travel medical insurance coverage will be paid by the Office of Risk Management and Treasury.

Please see the Office of Risk Management and Insurance website to download [the International SOS and Nationwide International Travel Medical Insurance FAQ and Summary of Benefits document](#) for the full policy of benefits and exclusions. Group leaders should share this information with all participants.

- a. Group leaders **must provide International SOS member cards to each program participant**. You can obtain member cards from Risk Management [or download and print digital member cards](#).
- b. Travelers should also sign up for email alerts specific to their travel destination(s) on [Temple's International SOS subscriber website](#). **Group leaders are required to sign-up for email alerts**.

#### 5. International SOS and Registering Your Travel

[https://www.internationalsos.com/Members\\_Home/login/clientaccess.cfm?custno=11BSGC000017](https://www.internationalsos.com/Members_Home/login/clientaccess.cfm?custno=11BSGC000017)

Temple has partnered with International SOS, a 24-hour global company that can serve as a single contact point for all international medical, safety and security advice and assistance, including travel advisory and emergency evacuation services. Whenever possible, International SOS will provide direct payment for care and coordinate with local medical providers and Nationwide international travel medical insurance for any covered expenses. Coverage is provided to all Temple University students, faculty and staff traveling abroad on registered Temple sanctioned international travel. Registration must be completed at least **one month prior to travel**.

- a. Enroll your entire group (*including yourself, if you are traveling with the group*) in International SOS travel medical insurance coverage and verify enrollment by submitting to Education Abroad and Overseas Campuses a copy of the Pre-Travel Advisory email (described below).
  - i. At least one month prior to departure, group leaders/organizers must download and complete the [TravelTracker \(MyTrips\) Enrollment Template](#) and send it to Liz Riepnieks ([lizriepnieks@temple.edu](mailto:lizriepnieks@temple.edu)) so she can enroll your group. Please refer to the [instructions](#) for using the TravelTracker (MyTrips) Enrollment Template, or contact the Liz Riepnieks ([lizriepnieks@temple.edu](mailto:lizriepnieks@temple.edu) or 215-204-6546) in Office of Risk Management with questions.
  - ii. **Upon registration**, you will receive a Pre-Travel Advisory email about your destination from Temple University Travel Security ([online@internationalsos.com](mailto:online@internationalsos.com)), which you must submit to Education Abroad and Overseas Campuses to verify group enrollment.
- b. **If you are traveling with the group**, you must *also* register your travel (as an individual) with International SOS at [mytrips.travelsecurity.com](http://mytrips.travelsecurity.com). For assistance with the individual registration process, please refer to the [MyTrips User Guide](#), contact the Office of Risk Management, or contact International SOS's Online Help team at [onlinehelp@internationalsos.com](mailto:onlinehelp@internationalsos.com) with questions.
  - i. **At a minimum**, you must create an account using your Temple email address (if you do not

already have one), enter your profile information, and submit your full flight itinerary to and from the U.S. to complete this step.

- ii. If you do not already have an account, you must first create one and enter your profile information before registering your travel in MyTrips, which is International SOS's travel tracking system. Visit the [MyTrips Registration page](#) and click on 'New User? Register here' link to create your MyTrips account. Enter the required information on the Registration page, using your Temple email address.
- iii. Enter "Faculty/Staff Accompanying Students Abroad in the 'Travel Abroad Program Name or Purpose of Travel' field.

**6. Pre-Departure Checklist** <https://tutr.temple.edu/linfo.aspx>

Group leaders are responsible for providing to each participant:

- a. State Department Country-specific information sheet(s) and International SOS country report(s)
- b. International SOS and Nationwide International Travel Medical Insurance benefits information and member ID card
- c. Pre-departure and on-site orientations

Group leaders are also responsible for completing each of the following group requirements, collecting completed forms from group members and for submitting each requirement to the **sponsoring department** and Education Abroad and Overseas Campuses, on behalf of the entire group, **within one month of travel.**

- a. A coversheet which includes a confirmed list of all travelers (including faculty, staff, others); each Temple traveler's TUID; and some indication of which students are earning academic credit (if any).
- b. Confirmed Daily Itinerary
- c. To verify enrollment, a copy of the Pre-Trip Advisory email you received upon registering your entire group in International SOS travel medical insurance coverage through the Risk Management Office (and yourself, individually, too).
- d. Collecting from each participant, reviewing, making copies for the group leader to bring abroad, and then submitting the following student forms:
  - a. Emergency contact form
  - b. Health form
  - c. Risk and release form
  - d. Disability accommodation letter (if applicable)

**Contact**

Lezlie McCabe  
Associate Director  
Education Abroad and Overseas Campuses  
(P) 215.204.0720  
(F) 215.204.0729  
lezlie.mccabe@temple.edu

Lisa Zimmaro, Esq.  
Assistant Vice President  
Risk Management and Treasury  
(P) 215.204.8523  
(F) 215.204.4426  
lisa.zimmaro@temple.edu