

PROCEDURES FOR TEMPLE UNIVERSITY STUDENTS TRAVELLING INTERNATIONALLY ON TEMPLE UNIVERSITY ORGANIZED, SANCTIONED OR FUNDED ACTIVITIES

So that Temple University can assist in the event of an emergency or crisis abroad, **all** Temple students travelling outside of the U.S. for activities that are organized, sanctioned and/or funded by Temple University are required to take the following steps before departure. *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. Pre-travel Country-Specific Information <https://travel.state.gov/content/passports/en/country.html>

- a. Review the State Department's [Students Abroad website](#) (which contains information about health, safety, and techniques for smart traveling), as well as Country-Specific information sheet for your destination(s) to familiarize yourself with:
 - 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
 - v. Any worldwide cautions that may be in effect by the State Department
- b. You are strongly advised, if you are a U.S. citizen or permanent resident, to register your stay abroad with the U.S. State Department's [Smart Traveler Enrollment Program \(STEP\)](#), which will allow the State Department to communicate with you in the event of an emergency. Students who are not U.S. citizens or permanent residents should register with the Embassy of their home country in their destination.
- c. Utilize International SOS's country-specific reports, and review a report for each destination. *International SOS is described in detail, below.*
 - i. Visit [Temple's International SOS portal](#), and click on "Print/Email Report"
- d. You should also consult with International SOS (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 may have about travel, medical, and/or security issues in your destination.

2. Student Forms <https://tutr.temple.edu/lforms.aspx>

Complete the forms listed below and submit a copy of each to Education Abroad and Overseas Campuses **at least one month prior to departure:**

- a. Emergency Contact Form
- b. Assumption of Risk and Release Form
- c. Health Information Form
- d. Disability Accommodation Letter (if applicable)

Note: If you have any concerns about health issues, please consult with International SOS (described below) as soon as possible at phlopsmed@internationalsos.com or 215-942-8226. Also, if you are participating in an academic program and require accommodations for a disability while overseas, please discuss the availability of any necessary accommodations with the Office of Disability Resources and Services.

3. International Travel Medical Insurance

https://www.internationalsos.com/Members_Home/login/clientaccess.cfm?custno=11BSGC000017

All students traveling internationally on Temple University organized, sanctioned or funded activities 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 you 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.

- a. Individual travelers must [download their International SOS member card and bring it with them overseas](#).
- b. Travelers must also sign up for email alerts specific to their travel destination(s) on [Temple's International SOS subscriber website](#).

4. International SOS and Registering Your Travel

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. Register your trip with International SOS at 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 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 enter their flight itinerary to and from the U.S. as well as the name, address, and contact information of your overseas accommodations/hotel when registering your travel with International SOS.
 - ii. Enter one of the following in the 'Travel Abroad Program Name or Purpose of Travel' field.
 1. Research, Service Program/Volunteer, Giving a Lecture, Giving a Lecture, Conference, Non-credit Internship, Study Abroad, Independent Study, Performance (Music, Dance, etc.), Athletics, Teaching Abroad, other (describe), etc. Verify enrollment by submitting to Education Abroad and Overseas Campuses a copy of the Pre-Travel Advisory email (described below).
 - iii. **Upon registration**, you will receive a Pre-Travel Advisory email about your destination from Temple University Travel Security (online@internationalsos.com), which you must submit to Education Abroad and Overseas Campuses to verify your enrollment.

5. Pre-Departure Checklist

- a. Review State Department Country-specific information sheet(s) and International SOS country report(s)
- b. Review International SOS Nationwide International Travel Medical Insurance benefits information and member ID card
- c. Register individual trip with International SOS's MyTrips system; to verify enrollment, submit a copy of the Pre-Trip Advisory email you received upon registering to Education Abroad
- d. Submit Emergency Contact Form, Risk and Release Form and Health Form to Education Abroad

Contact

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