



## **Discovery Pathways Program**

## **Medical Student Research Project**

## University of Florida International Travel Check List

Please complete this form and send it to the person in your department responsible for travel before you travel abroad on behalf of the University of Florida. Please do so for each trip even if it involves repeated visits to the same country.

Traveling to (list countries): \_\_\_\_\_  
\_\_\_\_\_

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_\_ (initials) I have consulted with my clinician or a travel clinic about my international travel and have received necessary vaccines and travel medication

\_\_\_\_\_ (initials) As required I have registered my international travel with the International Center (<http://www.ufic.ufl.edu/travelregistration.html>) and have received my TeamAssist card.

\_\_\_\_\_ (initials or n/a) If I am traveling to an embargoed country, I have additionally read the UF policy at <http://www.ufic.ufl.edu/TravelEmbargoed.html>, and as required I have contacted Dean Leonardo Villalón.

Name: \_\_\_\_\_  
(exactly as it appears on your government-issued passport)

UFID \_\_\_\_\_ Passport #: \_\_\_\_\_

Date of passport issue: \_\_\_\_\_ (mm/dd/yy)

Date of passport expiration: \_\_\_\_\_ (mm/dd/yy)

Country of issue: \_\_\_\_\_ Country of residence: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yy)

## **MSRP Contacts**

Dr. Schultz, [schultzg@ufl.edu](mailto:schultzg@ufl.edu) 352.273.7560  
Shawn Murphy [smurphy21@ufl.edu](mailto:smurphy21@ufl.edu) 352.273.36628

## **International Medical Education Contacts**

Dr. DeVos, Director, [elizabeth.devos@jax.ufl.edu](mailto:elizabeth.devos@jax.ufl.edu) 352.273.6626  
Dr. Grigg, Associate Director, [james.grigg@medicine.ufl.edu](mailto:james.grigg@medicine.ufl.edu). 352.273.6628

## **Website**

The MSRP/Discovery Pathways Program website is located at <http://discovery.education.med.ufl.edu/>. Our webpage has required training information and is a great resource for MSRP in general.

For International Medical Education information please go to <http://globalhealth.med.ufl.edu/> for additional information on International Trips such as upcoming pre-departure workshops.

## **Canvas**

A new Canvas website has been created will contain all the pertinent information for students travelling abroad for the project. Because it is an internal site, you will need to login with your GatorID.

<https://ufl.instructure.com/courses/329439>

## **Before leaving participate in a pre-departure training**

Attend inter-professional pre-departure training workshop or complete Practitioner's Guide to Global Health

<https://www.edx.org/course/practitioners-guide-global-health-part-1-bux-globalhealthx-1>

*UF is committed to ensuring the safety of every student, researcher, faculty, and staff member while abroad on university business. To fulfill this commitment, UFIC provides 24-hour emergency contact, monitors international events, informs program participants of potential health and safety issues and provides emergency medical evacuation and repatriation insurance. You must register your travel through UFIC at the online travel registration link below.*

## **CISI Insurance Information**

- All students are required to purchase CISI insurance through the UF International Center, unless they have GatorGradCare or GatorCare.
  1. \$35/month per person, here is the enrollment form:  
<https://www.ufic.ufl.edu/documents/CISI%20Enrollment%20Form.pdf>
  2. Please feel free to contact Linda Gritman [lgritma@ufic.ufl.edu](mailto:lgritma@ufic.ufl.edu) or Yanping Cheng [YCheng@ufic.ufl.edu](mailto:YCheng@ufic.ufl.edu) with any questions pertaining to CISI insurance.
  3. All students will also have to complete the [online travel registration](#). (ctrl + click to open hyper link to UFIC)

**IMPORTANT:** Please use the pdf below if you are unable to login to complete your travel registration.



## TeamAssistApplicationForm.pdf

### Team Assist Plan (a part of your CISI insurance)

For Team Assist Plan assistance, your ID number is your policy number. In the U.S., call (800) 472-0906, worldwide call collect (01-713) 267-2525 or e-mail [customerservice3@aig.com](mailto:customerservice3@aig.com) —part of your CISI insurance coverage, TAP includes:

#### **Medical assistance**

##### Medical Referral

Referrals will be provided for physicians, hospitals, clinics or any other medical service provider requested by the Insured. Service is available 24 hours a day, worldwide.

##### Medical Monitoring

In the event the Insured is admitted to a U.S. or foreign hospital, the AP will coordinate communication between the Insured's own physician and the attending medical doctor or doctors. The AP will monitor the Insured's progress and update the family or the insurance company accordingly.

##### Prescription Drug Replacement/Shipment

Assistance will be provided in replacing lost, misplaced, or forgotten medication by locating a supplier of the same medication or by arranging for shipment of the medication as soon as possible.

##### Emergency Message Transmittal

The AP will forward an emergency message to and from a family member, friend or medical provider.

##### Coverage Verification/ Payment Assistance for Medical Expenses

The AP will provide verification of the Insured's medical insurance coverage when necessary to gain admittance to foreign hospitals, and if requested, and approved by the Insured's insurance company, or with adequate credit guarantees as determined by the Insured, provide a guarantee of payment to the treating facility.

#### **Travel assistance**

##### Obtaining Emergency Cash

The AP will advise how to obtain or to send emergency funds world-wide.

##### Traveler Check Replacement Assistance

The AP will assist in obtaining replacements for lost or stolen traveler checks from any company, i.e., Visa, Master Card, Cooks, American Express, etc., worldwide.

#### Lost/ Delayed Luggage Tracing

The AP will assist the Insured whose baggage is lost, stolen or delayed while traveling on a common carrier. The AP will advise the Insured of the proper reporting procedures and will help travelers maintain contact with the appropriate companies or authorities to help resolve the problem.

#### Replacement of Lost or Stolen Airline Ticket

One telephone call to the provided 800 number will activate the AP's staff in obtaining a replacement ticket.

#### **Technical assistance**

##### Credit Card/ Passport/ Important Document Replacement

The AP will assist in the replacement of any lost or stolen important document such as a credit card, passport, visa, medical record, etc. and have the documents delivered or picked up at the nearest embassy or consulate.

##### Locating Legal Services

The AP will help the Insured contact a local attorney or the appropriate consular officer when an Insured is arrested or detained, is in an automobile accident, or otherwise needs legal help. The AP will maintain communications with the Insured, family, and business associates until legal counsel has been retained by or for the Insured.

##### Assistance in Posting Bond/ Bail

The AP will arrange for the bail bondsman to contact the Insured or to visit at the jail if incarcerated.

##### Worldwide Inoculation Information

Information will be provided if requested by an Insured for all required inoculations relative to the area of the world being visited as well as any other pertinent medical information.

##### Section III-Security Evacuation (Comprehensive)

Coverage (up to the amount shown in the Schedule of Benefits, Security Evacuation) is provided for security evacuations for specific Occurrences. To download a detailed PDF of this brochure, please go to the following web page: [http://www.culturalinsurance.com/cisi\\_forms.asp](http://www.culturalinsurance.com/cisi_forms.asp)

## **PASSPORTS and VISAS**

Please check your destination country's passport requirements. Each country can set their own regulations as to who may enter their country and under what circumstances. Please check the United States Government Passport website at:

<http://travel.state.gov/content/passports/english/country.html>

For this example I chose Ecuador, I then expanded the view on "Entry, exit and visa requirements" to find out more about the requirements Ecuador has for visitors.

Please be sure your destination does not require a visa, just because it wasn't required last year doesn't mean the situation is static. You can check the US Government Passport website by destination and verify information with your in-country hosts. Of importance, countries may restrict visas to citizens from foreign countries so if a visa is

required please find out if your citizenship status is eligible for the visa by expanding the “Entry, exit and visa requirements”.

Also, please check the website for rules pertaining to Green Cards. Green cards may be needed when visiting your host country, be sure to take the original with you as a copy will not suffice. Again check the host countries requirements on the government websites. Any green card holder must carefully review requirements for travel to the foreign country including requirements based on their green card status for travel and re-entry to the U.S. and also regulations for travel to the foreign site based on their country of origin. Get help interpreting the rules ASAP if you are unsure.

## 6 Months Validity Rule

The Six Months Validity Rule is imposed by foreign countries, and not by the United States. It simply means that your passport should be valid for more than six months before you would be allowed to enter a foreign destination.

**PLEASE NOTE** the list of countries that require a 6 month validity rule may change.

 



LAST UPDATED: JULY 16, 2014



### Quick Facts

<b>PASSPORT VALIDITY:</b> 6 months	<b>VACCINATIONS:</b> Suggested
<b>BLANK PASSPORT PAGES:</b> One page required for entry stamp	<b>CURRENCY RESTRICTIONS FOR ENTRY:</b> None
<b>TOURIST VISA REQUIRED:</b> Not required for stays under 90 days per calendar year.	<b>CURRENCY RESTRICTIONS FOR EXIT:</b> None

[Expand All](#)

- Embassies and Consulates +
- Destination Description +
- Entry, Exit & Visa Requirements -

**Visa Requirements to Enter Ecuador:** If you are a U.S. citizen wishing to enter Ecuador, you must present a U.S. passport with at least six months remaining validity. Ecuadorian immigration officials also sometimes request evidence of return or onward travel, such as an airline ticket.

Under Ecuadorian law, U.S. citizens traveling for business or tourism on a tourist passport can enter Ecuador for up to 90 days per calendar year without a visa. Extensions for up to another 90 days can be requested through the provincial migration offices.

## Learn About Your Destination

The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

We provide Country Specific Information for every country of the world. You will find the location of the U.S. embassy and any consular offices, information about whether you need a visa, crime and security information, health and medical considerations, drug penalties, localized hot spots and more. This is a good place to start learning about where you are going.

 

## Travel Alerts and Warnings

Also, please check the US Government Passport website for the most updated information on travel alerts and warnings:

Discuss project with UF mentor and complete MSRP proposal form -Review state department travel alerts and warnings for proposed destination <https://travel.state.gov/content/passports/en/alertswarnings.html>

Enroll in State Department Smart Traveler Program <https://travel.state.gov/content/passports/en/go/step.html>

## Unexpected Circumstances

While we recommend students and faculty purchase traveler's insurance, although it is not required. Travel insurance may be able to help cover the expenses of unexpected circumstances such as sudden cancellations, accidental delays, missed flights or other unforeseen circumstances. In the event that you may experience a delay or unforeseen circumstance, some advanced planning may help. For example, having contact information for your in-country hosts, Discovery Pathways Program and the International Medical Education Office phone number (352.273.8580 will get you to both of those departments).

To be better prepared for emergency situations while travelling you can reference this page:

<http://www.state.gov/travel/>

## **Contingency Plan**

- If you can, buy travel insurance! This is the single best thing you can do to protect yourself financially if you miss your flight. Even if you tack on the travel insurance offered by the airline at the time of your individual airline ticket purchase.
- Keep copies of our insurance and contact information card with you. You can scan to a home email, keep a photocopy with your passport, and be sure that it includes your hotel information and personal medical needs.
- Be sure to have ready cash for emergency expenditures, this can be the accepted currency of your destination country, visa or master card.
- Read the passport and visa requirements for your destination on the US Government Passport website while you are planning you trip, as soon as you decide you will travel internationally, to be sure you have time to prepare for any passport or visa requirements that must be met:  
<http://travel.state.gov/content/passports/english/country.html>
- Familiarize yourself with emergency procedures and contact information on the Department of State website: <http://www.state.gov/travel/>

## **State-side**

If you get separated from your group State-side call the office at 352.273.8580, inform them of the situation, even if you have to leave a message. You may be able to re-group easily if you are simply in the wrong location with enough time to meet the group.

## **Internationally**

**If you do not speak the language and are separated from the group and unable to regroup, seek uniformed officials only and ask for English speakers to help you.**

If you miss a flight in a foreign country please call us immediately at 352.273.8580, leave a message if we are not available with your name, contact information, and location. If you speak the language you may be able to secure a room for the night nearby but if you do not speak the language, ask for assistance if necessary from uniformed airport employees only. If you will not be able to fulfill your travel plan for whatever reason, your next alternative is to take a flight back home.

If you are unable to switch your ticket or have travel issues, contact the US embassy in that country for assistance in an emergency. Always carry information with instructions on how to reach your faculty, your local partner, your travel insurance and finally the local US Embassy or consulate.

## **Changes to plans:**

If you feel that you will not be able to complete any part of your research or rotation as planned for any reason, please get in touch with your faculty member and the global health education program office by email or phone as soon as possible. We will investigate options to ensure your safety and to attempt to preserve your academic activity. It is imperative that you let us know immediately if you are uncomfortable, if there are any problems with your research protocol or any other concerns. It is important that we are involved in any coordination of changes in plans so that we may continue to assist in ensuring your safety, providing you meaningful educational activities, and maintaining professional relationships with our partners.