# International Traveler’s Checklist

## International Travel Requirements

### Pre-Travel Notification Requirements
- E-mail Theresa H. Woodhouse regarding dates and tentative travel locations abroad at: thw3@cornell.edu
- Check if international destination is listed on the [State Department Travel Warning Site](https://travel.state.gov)
  - If so, the traveler(s) will require the Dean’s written approval for travel
- For more information on notification process, review [University Guidelines](https://www.ilr.cornell.edu)

### Passport Requirements
- Check passport expiration date at least 1 month before travel date
- If passport expires within 6 months of your departure date, [renew your passport here](https://travel.state.gov) to avoid issues prior to and while traveling
  - Most consulates require US passport to be valid more than 6 months to receive a visa

### Visa Requirements
- Check if a business visa is required for travel destination on the [U.S. Department of State Travel Site](https://travel.state.gov) immediately upon booking trip – it can take over a month to receive a visa
- **If visa is required:**
  - Begin visa application process at least 1 month in advance using [Travisa](https://www.travisa.com) expeditor service
  - Review specific visa and travel requirements for your country of travel to ensure forms are correct before submitting visa application to expeditor
  - Ensure correct visa application forms for your specific destination are filled as it varies according to country. This information is found on [Travisa](https://www.travisa.com) site and [U.S. State Government International Travel website](https://travel.state.gov)
- Finalize all international contact information and place(s) of stay (both hotel and business locations) as this information is required for the visa application process and can be used for emergency contact purposes

## International Travel Recommendations

### Inoculations
- Check [CDC](https://www.cdc.gov) (Center for Disease Control) website for necessary and/or recommended inoculations specific for countries of travel
  - Inquire early; receiving a series of inoculations can take up to 1 month
- Inoculation expenses are reimbursable upon completion of travel

### High Risk Destinations (ITART)
- Check the [Cornell University Travel Registry](https://travelregistries.cornell.edu) to see if ITART (International Travel Advisory Response Team) has listed travel destination as an “elevated-risk country”
- If ITART country, apply for approval prior to departure in the [ITART Cornell Travel Portal](https://travelregistries.cornell.edu)

### Emergency Protocol and MEDEX Insurance Registration
- Faculty and staff are strongly encouraged to register with the [Cornell University Travel Registry](https://travelregistries.cornell.edu) and to sign up for [FrontierMEDEX](https://www.ctl.medscape.com), a free insurance program available to members of the Cornell community traveling abroad on university business.
- By registering for [MEDEX](https://www.ctl.medscape.com) located within Cornell’s [Travel Registry](https://travelregistries.cornell.edu), you gain:
  - Verified eligibility for University approved emergency medical insurance and support
  - Contact with the University and those listed as emergency contacts
  - Immediate University support in case of urgent health, safety and security issues
- Review and fill out the [Emergency Protocol and Procedures](https://www.ilr.cornell.edu) form to ensure detailed guidelines are in place in case of an emergency situation while abroad

### Before You Go...
- Review Cornell’s [Guidelines for Travel with Technology](https://www.ilr.cornell.edu)
- Enroll in [Smart Traveler Enrollment Program (STEP)](https://www.travel.state.gov);
  - STEP provides updates on Travel Warnings, alerts and other information about international destinations as provided by US government

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