

**Know Before You Go Abroad!
Do Before You Leave!**
Michigan State University



Review as soon as you know that you may travel abroad.

1. <http://travelclinic.msu.edu> MSU info on travel & immunizations. **Check immediately; some immunizations require lead times!**
2. www.cdc.gov/travel/ Centers for Disease Control and Prevention information for country-specific medical advice.
3. www.travel.state.gov Info on in-country safety & security issues, travel warnings, advice. Review consular info sheets for each place you visit. Other country-specific info, <http://www.ds-osac.org>
4. www.msuglobalaccess.net Wide-ranging country information including travel tips and up-to-date news.
5. Are your passport and visa(s) current for the travel period? (Your passport should not expire less than 90 days **after** returning home.)
6. Review MSU's accident & sickness insurance coverage; know how payment for service is handled. **Faculty/staff:** see MEDEX on the MSU Risk Management & Insurance site, www.cflr.msu.edu/rmi **Students:** see HTH info at http://studyabroad.msu.edu/studenthandbk/health_issues/health_insurance.html
7. Faculty/staff intending to drive abroad should research vehicle insurance and driver's license requirements for each country; check consular info sheets for road conditions and known hazards. For safety reasons, study abroad students are STRONGLY DISCOURAGED from driving motorized vehicles abroad. See http://studyabroad.msu.edu/studenthandbk/safety_travel/road_safety.html
8. Make 2 copies of all important documents being carried (including your passport's photo page). Leave one copy at home, pack the second separately from originals.
9. In many locations abroad it is recommended to keep a copy of your passport photo & visa pages on your person at all times, particularly if there is a secure location in your residence to store the original. Carry an extra form of photo identification and a minimal number of credit, debit, or ATM cards. Keep prescription drugs in original containers and in your carry-on luggage. Bring copies of your prescriptions listing the generic names of the medications since some countries restrict the import of some prescription drugs. Check the consular information sheet or contact the Travel Clinic for further info.
10. Carry blood type and medical conditions info on your person.
11. Put sensitive information in your carry-on luggage.

12. Leave a detailed travel schedule with office or family; check in with home or office upon arrival. Tell them of itinerary changes.
13. Use luggage tags with flap. Secure luggage, if permitted, with a lock and a strong baggage strap.
14. Carry medical insurance cards and contact phone numbers for MEDEX or HTH on your person.
15. Before leaving, obtain and carry the phone numbers and addresses of the U.S. embassy and consular offices for the country(ies) you will visit, <http://usembassy.state.gov>
16. Should you wish, obtain a small amount of your destination's local currency before departure. Talk with your financial institution or go to <http://oanda.com> for currency exchange information.
17. Learn the international access codes for calls to the United States from abroad, <http://www.countrycodes.com/> Keep these numbers accessible at all times.
18. Note the AT&T assist numbers, <http://www.usa.att.com/traveler/tools/wallet.jsp> Dialing these numbers will immediately connect you to an English-speaking operator at no charge. Press "0" or stay on the line to tell the operator you wish to make a collect call.
19. Are you taking any controlled equipment or materials, e.g., global positioning system, encrypted software, or select agents? Contact MSU's Office of Export Controls & Trade Sanctions (432-4500) about federal restrictions or limitations related to your destination.

In case of emergency while traveling abroad

1. **Study abroad students:** Seek local assistance. Contact on-site program director or leader, or if unavailable, utilize the MSU emergency assistance number listed in number 2. below.
2. **MSU students, faculty and staff:** Seek local assistance. If the emergency involves a **serious threat to your safety, security or health**, and if you wish to report this to the University and seek its advice or assistance — **Call MSU emergency assistance direct, 517-353-3784. Carry this number with you!**

If calling from abroad, remember to use the applicable international access numbers before the 517 area code (See #18). Collect calls can also be accepted on this line—dial the appropriate AT&T assist numbers (see #19) to speak with an operator & request a collect call.

Be prepared to give:

your name, specific location, a phone number where you can be reached, and the nature of the emergency.

Listen carefully to instructions you are given.

Use of the emergency number is limited to MSU students, faculty and staff. The MSU Police Department answers the phone; they direct calls as warranted.

Questions about this card? Call 517-355-2350

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