

THE UNIVERSITY OF MICHIGAN
SCHOOL OF NURSING
Guidelines for Faculty and Students Planning International Travel

Both the University of Michigan and the School of Nursing have guidelines for international travel of students and faculty. Students and faculty should first consult the UM Travel Guidelines before proceeding to specific preparation of their trip. For UM International Travel Guidelines, go to <http://www.umich.edu/~itoc>.

International travel plans may need to be revised if the State Department or Centers for Disease Control issues a warning to the country of anticipated travel closer to the date of expected travel. The following guidelines apply to all School of Nursing faculty and students traveling abroad for programs originating in the School of Nursing.

School of Nursing [SN] faculty planning to lead UM students abroad for any academic purpose, and SN students planning an international experience, need to take a number of steps prior to departure. We describe the various areas of preparation that faculty/students need to undertake. These steps occur following approval of the experience by relevant faculty, academic administration, and after arrangements have been made with the relevant international setting.

1. Students should plan and begin preparation 9-12 months in advance of the international experience. It is important to be informed about the region of the world one will visit. This may mean taking courses about the region and reading extensively about the country.
2. If indicated, students should take steps to learn the language of the country they plan to visit.
3. If the experience is intended to complete course requirements, the program director has to approve the experience.
4. You will need a U.S. Passport. Be sure your U.S. Passport will not expire within six months of your planned return to the States. You can obtain a passport application from the Post Office or online. It currently takes about 6 weeks to obtain a passport. It is possible to have the process expedited.
5. Be sure that you obtain a visa if that is required for the country you plan to visit. You can obtain a visa form online. It is best to allow at least six weeks to obtain a visa, as expedited visas are costly.
6. Students need to visit the Travel Clinic at the University Health Service (207 Fletcher St.) before their scheduled trip. Students, call 734-764-8304, 2-3 months before date of departure to find out if an appointment is necessary for the specific country of destination. Faculty may need to schedule their appointment at University of Michigan's Overseas Travel Clinic (Room 3852 Taubman Center, 1500 E. Medical Center Dr.), 734-647-5899 or 763-7329. If an appointment is needed, the purpose is to determine precautions that need to be taken prior to departure and while in the country. Students/faculty will go over their travel itinerary with a nurse/physician and get needed immunizations specific to their area of travel. Students will be asked to present evidence that the visit has occurred and that health advice has been followed.
7. Health insurance. Determine from your insurance carrier whether your current health insurance is applicable while overseas. If not, you need to purchase special health insurance valid only for overseas. Information can be obtained from the International Center [www.umich.edu/~icenter] or the Office of International Programs [www.umich.edu/~iinet/oip]. A copy of applicable insurance policy is submitted to the School of Nursing Office of International Affairs (OIA).

8. Faculty are required to register group travel information with the U-M online Travel Registry.
9. Faculty and students need to purchase insurance for evacuation to the United States in the event of a health emergency. Evidence that insurance has been purchased should be submitted to the OIA.
10. Prepare four copies of the front page of your passport, the visa page (if needed), your travel itinerary including flight numbers and times, how you can be contacted while abroad (including the name and contact information of the preceptor in charge of overseeing student experience abroad) and your family's contact information in case of an emergency. Leave one copy with OIA, the second with your family, take two copies with you in your carry-on luggage [keep one for yourself and give a set to your overseas preceptor].
11. In every instance there must be a designated preceptor in the international setting.
12. Faculty and students need to complete a form prepared by the OIA, and provide documentation regarding the above matters [see attached form].
13. Faculty and students should check the State Department Travel Warnings link on the U-M's travel website registry [www.umich.edu/~itoc] before planning their trip, and register their travel on U-M's International Travel Registration Web [such registration is required for students and faculty].

A folder will be prepared with several sets of all the information identified above. Distribution will be made by OIA to the following offices: Student's program, OIA, OSA, OAA, and international preceptor, upon their arrival. No SN funds will be released until all relevant information has been provided [if funding is from SN offices]. In the event of a group activity, the faculty member responsible for the experience should collect this information.

Additional Notes:

- a) The Office of Student Affairs is responsible for overseeing the implementation of international travel policies involving undergraduate students, while the Office of International Affairs is responsible for oversight of the policies for all others.
- b) The Office of International Affairs has been designated by the Dean of the SN as the office responsible for monitoring the implementation of the UM and SN guidelines.
- c) These guidelines apply to faculty if they are leading student groups overseas. Individual faculty traveling on University-related business or academic work are strongly encouraged to make use of them as well.
- d) Note that the School of Nursing does not have access to any information provided on the U-M Travel Registry.
- e) In the case of University-organized travel such as GIEU, only the requirements of the organizing office need to be followed.
- f) For group travel led by faculty members, the responsible faculty member is asked to collect the requested information from students for submission to the OIA.

THE UNIVERSITY OF MICHIGAN
SCHOOL OF NURSING
Office of International Affairs

[Completed form to be submitted to the OIA prior to travel. Room 3216]

All School of Nursing faculty and students preparing to go overseas for international experiences under the auspices of the School and University are required to complete this form and follow the attached guidelines.

1. Name _____
2. Country to which you are traveling _____
3. Dates during which you will be in the overseas setting _____
4. Address in the U.S.

5. Name and contact information of person in the United States who should be contacted in the event of an emergency, including address, email, phone numbers

6. Name and address of agency where experience will be obtained while overseas

7. Name and contact information of overseas advisor/preceptor

8. Name and contact of U-M faculty member who will be responsible for overseeing the student's experience _____
9. Provide evidence of health insurance that is applicable in the country you are traveling to. If current insurance is not applicable overseas, consult the website of U-M International Center for purchase of special health insurance valid only for overseas. Please attach relevant evidence. Yes, attached _____
10. Provide evidence of insurance for evacuation services for medical emergencies. Please attach copy of card. Yes, attached _____
11. Evidence that health advice has been followed and clearance given, from the Travel Clinic of U-M Health Service or other accredited facility. Yes, attached _____
12. Attach a copy of first page of passport, and the VISA page, if visa is required for your trip. Yes, attached _____
13. Date registered my travel at www.umich.edu/~itoc. _____

Faculty and students submit the material as a packet to the Office of International Affairs one month in advance of the trip [OIA, Room 3216, SN Building]. These will be circulated to other relevant School of Nursing offices.