

McCormick Undergraduate & Graduate Student International Travel Checklist

- COLLABORATE** with the group/office/program that is planning your travel for all appropriate paperwork and release forms. Many of the checklist items below may be organized by the program's travel coordinator.
- CONFIRM:** If you are an undergraduate student, you must be compliant with [Northwestern's Travel Policy](#), when traveling to countries under the [U.S. Department of State Travel Warnings](#) list.
- HEALTH INSURANCE & PRECAUTIONS**
- **HTH Accident and Sickness Insurance**
 - **Students:** HTH is mandatory for all students (undergraduate, graduate and professional). The coverage cost is usually funded by the department organizing the travel. Study Abroad not applicable.
 - [ENROLL](#) in HTH travel insurance for the duration of your travel. The cost of the HTH policy is around \$10 a week for students. For more information, please visit the HTH Travel Insurance [information link](#).
 - *Several weeks prior to departure, be sure to speak with your personal physician or a member of HTH's Global Health Team to discuss the management of any pre-existing conditions abroad.*
 - **United States Center for Disease Control and Prevention**
 - Does the area you are traveling to require certain vaccinations? Check the CDC [list by country](#)
 - Please also see additional resources and [recommendations](#) from the CDC
 - Once you know which vaccines are needed, plan to get them at least **8 weeks** prior to travel at the listed nearby [locations](#)
- SAFETY PRECAUTIONS**
- **International Emergencies – Incidents and Victims of Crime**
 - In case of an emergency incident or crime abroad, make sure to contact [NU University Police](#), **847.491.3456** as they will contact the appropriate administrators.
 - **International SOS Tracking Service**
 - Please [register](#) your travel online for maximum safety and security benefits. If Northwestern University knows where you are, the more we can assist in case of an emergency.
 - **United States Department of State resources**
 - [Country specific](#) information, please review “threats to safety and security” and “crime” tabs
 - [Travel Alerts](#) and [Travel Warnings](#)
 - Smart Traveler Enrollment Program ([STEP](#)), a free online service that helps the US Department of State contact you in case of an emergency
- TRAVEL VISAS**
- Do you need a visa to travel to your destination? Refer to the destination country's web site on the [foreign embassies list](#) for the most accurate and up-to-date information.
 - To obtain your visa, Northwestern's preferred vendor is [Expert Visa Services](#) in downtown Chicago:
Expert Visa Services, Inc. 53 West Jackson Blvd Suite 1605, Chicago, IL 60604
 312-663-6667; expertvisa@sbcglobal.net
- TRAVEL EXPENSES**
- If your travel was for a university funded project/event and is considered reimbursable (such as a conference) please review a detailed [travel expense checklist](#) before submitting your expenses.
 - If your travel was for a university sponsored program, please review Northwestern's [Travel Policy and Procedures](#)
 - NOTE: Study Abroad related-expenses are NOT considered reimbursable travel expenses.