California State University, Los Angeles

International Travel: Student Organizations and Clubs - Guidelines and Procedures

Guidelines and procedures for student organizations/clubs international travel. Students participating in international travel should observe and adhere to the following:

Section 1: Prior to Departure
- Attend a scheduled orientation
- Be prepared to present emergency contact information
- Ensure emergency contact is on travel request form
- Discuss with/tell your doctor what country you are traveling to
- Plan/review host country dietary needs/restrictions
- Discuss diplomacy

Section 2: Health and Safety
- Review host country current news events
- Review U.S. Department of State Consular Information sheets at www.travel.state.gov on host country
- Review Centers for Disease Control (CDC) web site at www.cdc.gov
- Enroll in S.T.E.P. (Safe Traveler Enrollment Program) see www.step.state.gov
- Review medical prescription travel restrictions/requirements
- Review proof of health insurance requirements

Section 3: Upon Arrival in Host Country
- Check-in with host supervisor and or coordinator
- Register at U.S. Embassy in STEP
- Attend orientation coordinated by host supervisor
- Utilize buddy system

Section 4: Emergency contact information
- Ensure host supervisor and travel coordinator has emergency contact information
- Review in-country laws on drinking, crime, etc.
- Stay in touch with your family