

Risk Management and Environmental, Health & Safety Office

REQUIREMENTS FOR CUBA TRAVEL

- ✓ Copy of valid Specific License for Educational Institutions from the Department of Treasury, Office of Foreign Assets Control.
- ✓ Completed University General Release form for each traveling participant. Note this will be a pre-completed form from the Risk Management & EHS Office.
- ✓ Coordination with Dan Thomas (ext. 3534) in RM/EHS Office for application of University International Travel Policy for medical coverage. Travelers will need to carry copies of the Assist Card for reference in case of emergency.
- ✓ Purchase of general liability coverage for travel event at \$100,000 minimum coverage.
- ✓ Pre-departure briefing with traveling participants on Consular/State Department Travel Warnings (to be conducted by Risk Management & EHS Office). There should be scheduled a one-hour mandatory attendance session at least two-weeks prior to travel.
- ✓ Letter for each traveling participant stating:
 - The institution's license number;
 - That the student/participant is enrolled in an undergraduate or graduate degree program at the institution; and
 - That the travel is part of an educational program of the institution.
- ✓ Valid passport for the traveling participant.
- ✓ Visa for traveling participant.
- ✓ Proof of Hepatitis A vaccination at least 4-6 weeks prior to departure to Cuba.
- ✓ Clearly communicated written itinerary for each traveling participant.

Coordination of travel briefing should be scheduled with:
Kevin T. Brady, Director
Risk Management & EHS Office
(323) 343-3527

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