



**INDEPENDENT INTERNATIONAL TRAVEL – STUDENTS
PROCESS CHECKLIST:**

Definition: Independent International Travel refers to students voluntarily extending an approved in-country travel for a period of time greater than *three days (72-hours)*, before or after, an affiliated CSU approved program has begun or ended.

Overview: Confirm discussion of the following recommended and/or required practices checklist [only if extended stay is planned] points coordinated as assigned below:

Office:

Risk Management:

- Conduct briefing (that includes):
 - Foreign travel program insurance
 - Provide travel assist card
 - Provide business card
 - In-country issues (politics, social laws, etc.)
 - Safety (crime, taxi usage, hospitals, medical needs, etc.)
 - Entry upon arrival/departure documents required
 - Check-in/out U.S. Embassy

College/Department:

- Require** student to provide campus and host site with extended stay itinerary.
- Maintain and **require** student to provide personal and emergency contact information.
- Obtain and maintain copy of **required** extended foreign travel insurance covering full duration (*see definition above*) of travel.
- Work with student on housing needs (**RECOMMENDED**)

Student:

- Create a personal emergency action and evacuation plan (attach copy to emergency contact information maintained by department).
- Notify Risk Management Office upon return home via email or return of travel assist card (***strongly recommended***).

Print Name & Date

Risk Management

College/Department Representative

Student Traveler: _____