

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**