DETAILED INSTRUCTIONS FOR CHECKLIST

1. Review Travel Preparation Packet material
The Travel Preparation Packet provides you with all of the information necessary to prepare you for your international health project; read it thoroughly. Follow the steps on the “Getting Ready to Go Checklist” to be prepared for departure. If you have any questions, call the Office of Student Affairs (OSA) at (212) 263-8577 or (212) 263-3804, or email the International Health Program at IHP@med.nyu.edu.

2. Ensure possession of valid passport and apply for visa (where applicable)
You will need a valid passport for the time period you will be traveling abroad with the exception of Puerto Rico. The OSA recommends you leave a copy of your passport with your guardian in case of an emergency. For specific country information on passport requirements, please look at the U.S. Department of State website at http://travel.state.gov/passport_services.html. Please refer to the U.S. Department of State website at http://www.state.gov/ under Foreign Entry Requirements for visa information.

3. Submit copy of your valid passport AND visa to the Office of Student Affairs
You are required to leave a photocopy of your passport and visa with the OSA.

4. Make flight arrangements
You are responsible for making your own travel reservations to and from the program site. Remember to confirm your flight arrangements prior to travel.

5. Verify that your health insurance company covers you internationally
You must verify with your primary health insurance company that you are covered for medical insurance abroad. You should be aware of things that are covered and not covered by your insurance. If your insurance company does not cover you internationally, contact the OSA immediately. The United Healthcare Health Insurance through the NYU School of Medicine does not cover you internationally. IHP participants who have United Healthcare through the SoM are strongly encouraged to enroll in HTH Traveler’s Insurance through NYU Washington Square. Contact the OSA for further information.

6. Submit a copy of your health insurance card to the OSA
After verifying you will be covered by your primary health insurance company while abroad, submit a copy of your insurance card to the OSA.

7. Enroll in either ACE Traveler’s Insurance (Enrolled by OSA)
ACE provides assistance services for travel abroad such as emergency evacuation. Please ask the OSA for ACE Traveler’s Insurance benefits. You will automatically be enrolled in ACE through the IHP.

8. Submit a copy of your ACE card to the OSA
You are required to submit a copy of your ACE card to the OSA prior to departure. Your ACE card will be photocopied prior to its distribution.

Items 9-12
You must submit your completed “Acceptance Confirmation Form,” “Foreign Travel Release Form,” “Student Information Form,” and “Vaccination Verification Form” to the Office of Student Affairs prior to departure.

13. Complete Final Requirement Contract
Complete this form and turn it into the OSA prior to your departure. This form will outline the details and requirements of your final report as determined by you and your NYU Faculty Sponsor. Your final report is due 30 days after your return to the US. Your one-page project summary requirements are explained in detail.

14. Complete Payment to Individual Form (if applicable)
If you were awarded funding by the NYU School of Medicine, you should fill out this form. Remember to write legibly. Submit form to the OSA.

15. Attend a mandatory Pre-departure Workshop
The OSA will have a mandatory Pre-departure Workshop that will provide you invaluable and important information about living and effectively communicating in a foreign country, as well as introducing you to other program participants. Dates of these workshops will depend on specific programs. The OSA will notify you with this information. If you cannot attend this workshop, you must inform the Office of Student Affairs prior to the workshop date to make alternate arrangements to get the necessary information. Failure to attend the Pre-departure Workshop may result in revocation of approval, elective credit, and/or funding.

16. Visit websites for updated information and travel advisories
Visit these sites to obtain helpful information and travel advisories:
   - NYU SoM International Health Program: http://www.med.nyu.edu/studentaffairs/resources/int_opps.html
   - Travelers’ Health: http://www.cdc.gov/travel
   - U.S. Department of State: http://www.state.gov/travel/
   - World Health Organization: http://www.who.int/ith