



UNIVERSITY OF  
NOTRE DAME

## International Travel Guide



**Risk Management &  
Safety Department  
May, 2011**

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## **APPLICATION FOR INTERNATIONAL TRAVEL**

(Mandatory for all Undergraduate Students and Faculty/Staff traveling with Undergraduate Students)

All undergraduate students and faculty and/or staff traveling with undergraduate students abroad must register their trip with the Vice President and Associate Provost for Internationalization a minimum of thirty (30) days prior to travel departure. The application may be found on-line at <http://www.nd.edu/~ois/policy/documents/travelapp.pdf> for faculty and/or staff traveling abroad with undergraduate students and <http://www.nd.edu/~ois/policy/documents/TravelappStudent.pdf> for students traveling independently. Questions regarding the application should be directed to the Office of International Studies at 574.631.5882. Through the application process, the University is provided a record of travel for institutional research, insurance, safety and security purposes.

The Offices of International Studies and Student Affairs will determine if undergraduate student travel is approved. If student participation in the trip is optional, a Waiver, Release and Indemnification Agreement, along with a Statement of Responsibility, Release and Agreement to Participate, will be provided if the trip is approved. These Agreements were prepared by the University's General Counsel and must be signed and returned to the Office of International Studies (154 Hurley Building) prior to departure.

## **MEDICAL INSURANCE**

Medical insurance, whether obtained through the University or elsewhere, may not provide coverage or may have coverage limitations when traveling in or to foreign countries. Limitations may include out-of-network charges, emergency coverage only or requirements that medical facilities be paid in advance with reimbursement made after your return. You should check with the University's Department of Human Resources or your family's medical insurance provider prior to departure to determine if your coverage is excluded or restricted for travel abroad. Additionally, you should consider and be able to answer applicable [Insurance Questions](#).

If your current medical insurance excludes or restricts coverage abroad, you may want to consider purchasing medical coverage provided by HTH Worldwide. This travel insurance product provides medical insurance, repatriation of remains, emergency medical evacuation and limited accidental death and dismemberment coverage in all countries (where permitted by law) including injuries and fatalities resulting from terrorist acts. Coverage also includes a travel assistance program which offers physician search capabilities, city health and security profiles and a Parents Website.

To access HTH Worldwide insurance, go to the website: <http://www.hthstudents.com>.

Though the name implies a student site, the insurance offered provides coverage for faculty and staff as well as students. The home page will ask for your group access code.

For short term trips (weekly rates) the group access code is: GQB-9847. Once inside the Notre Dame site follow directions to download information and enroll. ([HTH Brochure](#))

For longer trips (monthly rates) the group access code is: GQA-9848. Once inside the Notre Dame site follow directions to download information and enroll. ([HTH Brochure](#))

The Risk Management and Safety Department 574.631.5037 should be contacted if you have any questions regarding the HTH Worldwide Insurance Program. The information provided here is basic, subject to change without notice, and should not be relied on for policy interpretation or to resolve coverage questions or issues.

## **UNIVERSITY HEALTH SERVICES CENTER**

The University Health Services Center ([//uhs.nd.edu](http://uhs.nd.edu)), located in Saint Liam Hall 574.631.7467, offers vaccinations for students and faculty/staff members accompanying students, traveling abroad on University sponsored trips. In all other situations, faculty and staff traveling abroad (whether University sponsored or not), and students traveling independent of the University, should contact their family physician for vaccinations.

The Health Center provides information on vaccines, prescription assistance, general health tips and [travel kit](#) preparation. Travel Medical Kits are also available for purchase.

The Centers for Disease Control and Prevention is an excellent source of information regarding recommended country specific vaccinations, diseases common to the region, general health risks and current travel health notices. The CDC web site is available at [www.cdc.gov](http://www.cdc.gov).

## **UNIVERSITY COUNSELING CENTER**

The University Counseling Center ([//ucc.nd.edu](http://ucc.nd.edu)), located in Saint Liam Hall 574.631.7336 offers educational, emergency and self-help resources.

## **OFFICE OF ALCOHOL AND DRUG EDUCATION**

The Office of Alcohol and Drug Education ([//oade.nd.edu](http://oade.nd.edu)), located in Saint Liam Hall 574.631.7970, offers educational information regarding alcohol and drug consumption and safety. An Office of Alcohol and Drug Education [brochure](#) developed by the Department offers safety tips and website information for traveling abroad.

The U. S. State Department provides information regarding the use and/or consumption of drugs and alcohol for the country in which you will be traveling at [www.travel.state.gov](http://www.travel.state.gov) and navigating through the International Travel section.

## **U. S. STATE DEPARTMENT**

U. S. State Department consular information for the country in which you will be traveling is available at [www.travel.state.gov](http://www.travel.state.gov) and navigating through the International Travel section. Important information regarding a country's safety, security, crime rates, travel warnings, judicial system, health care system and emergency contact telephone numbers are included for travelers.

Travelers should also register their travel through the Smart Traveler Enrollment Program (STEP) (<https://travelregistration.state.gov>). This is a free service provided by the U. S. Government to U. S. Citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

## **TRAVEL ACCIDENT INSURANCE**

The University provides travel accident benefits for faculty, staff and their respective spouses and guests in the event of accidental death or dismemberment resulting from injuries sustained while traveling on University business.

The University also provides travel accident benefits for students and their spouses traveling abroad on a University sponsored program.

Travel Accident coverage is afforded by Chartis (formerly the American International Group) and currently (as of January 1, 2011) excludes the countries of Iraq, Afghanistan, Pakistan, Israel (West Bank and Gaza Strip), Iran, Somalia and Chechnya. If travel to any of these countries is contemplated, the Risk Management and Safety Department at 574.631.5037 should be contacted so that alternative coverage may be obtained.

While traveling, assistance services, as defined in the [Chartis brochure](#), can be obtained by calling Travel Guard at:

Faculty and/or Staff:

1.877.244.6871 Toll-Free  
+1713.260.5592 Overseas Collect

Students:

1.877.244.6871 Toll-Free  
+1 715.346.0859 Overseas Collect

Additional copies of the brochure can also be obtained by calling the Risk Management and Safety Department at 574.631.5037.

Any specific questions concerning travel accident insurance coverage may be referred to the Risk Management and Safety Department at 574.631.5037.

## **INCIDENT/CLAIMS REPORTING**

All travel accident claims or incidents should be reported immediately to:

Risk Management and Safety Department  
Robert Zerr, Director or Barbara Davey, Risk Management Specialist  
574.631.5037 or 6975

While traveling, assistance can be obtained, or claims/incidents reported, by calling Travel Guard at:

### Faculty and/or Staff:

1.877.244.6871 Toll-Free  
+1713.260.5592 Overseas Collect

### Students:

1.877.244.6871 Toll-Free  
+1 715.346.0859 Overseas Collect

In cases where coverage has been placed through HTH Worldwide, assistance can be obtained, or claims/incidents reported, by calling:

1.610.254.8771 Overseas Collect

## **INFECTIOUS DISEASES AND INOCULATIONS**

The University Health Services Center ([//uhs.nd.edu/](http://uhs.nd.edu/)), located in Saint Liam Hall 574.631.7467, offers vaccinations for students and faculty/staff members accompanying students, traveling abroad on University sponsored trips. In all other cases, faculty and staff traveling abroad (whether University sponsored or not), and students traveling independent of the University, should contact their family physician for vaccinations.

The Health Center also provides information on vaccines, prescription assistance, general health tips and a Travel Medical Kit for purchase.

The Centers for Disease Control and Prevention is an excellent source of information regarding recommended country specific vaccinations, diseases common to the region, general health risks and current travel health notices. The CDC web site is available at [www.cdsc.gov](http://www.cdsc.gov).

## **LAWS AND LEGAL ISSUES**

As a traveler in a foreign land, you are obligated to act in accordance with foreign law. You are encouraged to become familiar with local laws before traveling. Information on foreign laws and the legal system of the country in which you will be traveling may be found at [www.travel.state.gov](http://www.travel.state.gov) and navigating through the International Travel section.

Legal assistance services may be obtained by calling Travel Guard at:

Faculty and/or Staff:

1.877.244.6871 Toll-Free  
+1713.260.5592 Overseas Collect

Students:

1.877.244.6871 Toll-Free  
+1 715.346.0859 Overseas Collect

## **PERSONAL PROPERTY INSURANCE FOR STUDENTS**

Consideration should be given to insurance coverage for your personal belongings. In many instances, homeowner's insurance may not extend coverage for personal belongings while traveling abroad. There may also be limitations, restrictions or high deductibles on the amount of coverage provided. One option to insure your belongings is to purchase low cost Student Personal Property Insurance coverage provided by Haylor, Freyer & Coon, Inc. ([www.haylor.com/student](http://www.haylor.com/student)). Coverage is provided worldwide on a replacement cost basis for personal property you own or is entrusted to you by a parent or guardian. ([HFC Brochure](#))

## **VEHICLE USE AND INSURANCE**

When renting or leasing a vehicle outside the U. S. while on University business, collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance and liability insurance must be purchased. The cost of this additional insurance during business travel is considered a reimbursable expense under the University's travel and entertainment policy.

The University prohibits the rental of vehicles by students in foreign countries.

## **TRAVEL DOCUMENTS**

Property documentation and identification is required for entry into foreign countries and re-entry into the U. S. Requirements vary by country based on citizenship, purpose of visit and length of stay. The U. S. State Department provides information regarding the travel documents required for the country in which you will be traveling at [www.travel.state.gov](http://www.travel.state.gov) and navigating through the International Travel section.

Along with the originals, bring a copy of all your travel documents (including passport, birth certificate, visa, work permit, confirmation of vaccinations and confirmation of health insurance) and leave copies with a contract in the U.S. and abroad.

## **INTERNATIONAL STUDENT EXCHANGE CARD**

The International Student Exchange Card is an internationally recognized ID Card that may be purchased by students and faculty traveling abroad. Benefits of the card include travel and touring discounts worldwide. In addition, the card provides limited life insurance, accident, medical evacuation and repatriation of remains coverage. More specific information and an application form are available at [www.isecard.com](http://www.isecard.com). This card is also available on campus through Anthony Travel, LaFortune Student Center 574.631.7080.

## **CELLULAR AND SATELLITE TELEPHONES**

International travelers should check with their cellular telephone provider to determine if international service is provided and will be accessible in the countries being traveled.

The University's Integrated Communication Services Department, available at [http://oit.nd.edu/voice\\_data\\_video/index.shtml](http://oit.nd.edu/voice_data_video/index.shtml), maintains satellite telephones for rental. The Department may be reached at 574.631.2700 to obtain additional information.

## **OFFICE OF FOREIGN ASSETS CONTROL (OFAC)**

The Office of Foreign Assets Control (OFAC) of the U. S. Department of the Treasury administers and enforces economic and trade sanctions based on U. S. foreign policy and national security goals against targeted foreign countries and regimes, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction and other threats to the national security, foreign policy or economy of the United States.

OFAC may limit travel and financial payment into sanctioned countries. Currently, countries including Cuba, Sudan, Burma and Iran are sanctioned by OFAC. The OFAC website at [www.treasury.gov](http://www.treasury.gov) will provide a current list of sanctioned countries, and the sanctions imposed. If travel to one of these countries is contemplated, General Counsel should be contacted at 574.631.6411 to determine if travel may be authorized under an OFAC license.



SECURITY AND HEALTH  
DO'S AND DON'T WHEN TRAVELING ABROAD

Do's

1. Remain what you are – friendly, courteous, polite and dignified
2. Travel in small groups – three to five persons with both genders present.
3. Bring a book to read when using public transportation – you will not be the only person reading and it is an easy way to fit in.
4. Make a photo copy of your passport and credit card numbers and keep them separate from your passport and credit cards – give a copy to your family.
5. Bring your prescription drugs with you in their original containers – don't pack them in your check in luggage. Also bring additional contacts/glasses or your corrective lens prescription with you.
6. If you require medicine containing habit-forming substances carry a doctor's certificate attesting to this fact.
7. Notify a foreign contact of any medical issues including food allergies.
8. Carry some identification – a tag, bracelet, or card – if you have a medical condition that might require emergency care.
9. Understand completely what your health insurance covers and does not cover while you are traveling. Chances are that you will have to pay for services and get reimbursed when you return home unless you have purchased HTH Worldwide Insurance Services, and obtain treatment from an HTH approved physician.
10. Dial \_\_\_\_\_ for fire, police, and medical emergencies.
11. For serious problems take a cab or ambulance and ask for the nearest hospital.
12. Only take the credit card(s) you need – you will not need all those other cards that you generally carry in the States.
13. Mark all your bags inside and out with your name and address – both home address and your foreign address.
14. Bring two passport size photos and a photocopy of birth certificate and/or baptismal certificate, just in case you lose your passport.
15. Make a photo copy of your flight tickets – keep separate.
16. Keep a wallet-sized card with you that includes Emergency Phone Numbers, U. S. Embassy Phone Numbers and other contact information in the U.S. and the countries in which you will be traveling. Leave copies of the card with a contact in the U.S. and abroad.
17. If you see an unattended package, move away from it and call the police.
18. Avoid protest groups' activities and potential volatile situations.
19. Keep abreast of local and international news that might tell you of potential civil unrest.
20. Know as much as possible about each country you plan to visit, including it's history, religion, geography and government.
21. Report any suspicious person in and around your residence to the Local Police Department.
22. Check the U S Embassy web pages for travel advisories.
23. Ask permission before photographing strangers who you find "interesting".
24. Use common sense.
25. For private health care call (Physician's name, phone number & address)
26. For dental problems call (Dentist's name, phone number & address).
27. Register your travel with the U. S. Department of State through STEP.

SECURITY AND HEALTH  
DO'S AND DON'T WHEN TRAVELING ABROAD  
Don'ts

1. Do not wear any clothing with the “Fighting Irish” logo or “Fighting Irish” in print.
2. Do not become the “ugly American stereotype” – loud and or boorish  
Here are some positive and negative stereotypes associated with Americans:
  - Outgoing and friendly
  - Informal
  - Loud, rude, boorish
  - Immature
  - Hard working
  - Extravagant
  - Sure they have all the answers
  - Disrespectful of authority
  - Wealthy
  - GenerousPick out those characteristics that you would like to be remembered by, and avoid the others.
3. Avoid attracting attention to you – that is, avoid traveling alone or in a large group of a dozen or more.
4. Do not expect eye contact on the streets in certain countries - indeed, in some locations this may result in “unexpected or unwanted” invitations.
5. Do not stand and/or plan to gather on the steps of your residence.
6. Never, ever leave your residence unlocked.
7. Do not draw attention to yourself when you are returning to your residence late at night.
8. Do not pack your essential documents or medicines in checked baggage – luggage gets lost.
9. Never carry large amounts of cash.
10. Do not bring expensive jewelry with you.
11. Most places are safe in most countries, BUT don't wander down dark alleys or into areas that are known to be high risk. Avoid restaurants and entertainment places where Americans are known to congregate.
12. Also avoid baggage tags that would clearly identify you as an American.
13. Do not impair your judgment with excessive consumption of alcohol.
14. Women are sometimes targets of harassment – don't become a target:
  - a. Travel with some men
  - b. Dress conservatively
  - c. Do not agree to meet strangers in non-public places
15. Don't let your “natural friendliness” be mistaken for flirtations.
16. Do not lose your passport, it will not be the end of the world, but it may seem like it is.
17. Do not joke about bombs or about smuggled items – airport authorities will not find that funny nor will you.

## Health Insurance Questions

Before departing, you should ask yourself the following questions regarding your health insurance so you are better prepared should you require medical care:

- How do you file a claim form from abroad?
- What paperwork are you expected to submit to the insurance company?
- Can you get a supply of claim forms to take with you?
- Will a notarized translation be required if supporting documents are not in English?
- How long will it take for the claim to be processed and for you to receive reimbursement?
- Will the insurance company send the reimbursement to your U.S. or overseas address?
- What category or option (e.g. out of “network”) of your insurance plan will you utilize when you seek health services abroad and what costs (e.g. coinsurance) are you expected to bear under this option?
- What is the basic medical deductible amount and what is included in it?
- If you need to get a prescription drug overseas, will your insurance company reimburse you for all or part of the cost of the drug? What documents will you need to submit to the insurance company in order to obtain such a reimbursement?
- Do you anticipate needing routine, non-emergency health services while abroad? Are these services covered by your medical plan?
- To what extent does your insurance cover mental health services? Hospitalization?
- If immunizations are required prior to your departure, will your insurance company cover them?
- Does your insurance include dental coverage or do you have separate dental insurance?
- Does your health insurance include eye care?
- Is a copy of your insurance policy available in the language of your host country?
- Are sports injuries excluded from coverage under your insurance policy?

## Travelers' Health Kit

The purpose of a Travel Kit is twofold: to allow the traveler to take care of minor health problems as they occur and to treat exacerbations of pre-existing medical conditions. A variety of health kits is available commercially and may even be purchased over the internet (see below); however, similar kits can be assembled at home. The specific contents of the health kit are based on destination, duration of travel, type of travel, and the traveler's pre-existing medical conditions. Basic items that should be included are listed below.

### Medications

- Personal prescription medications (copies of all prescriptions, including the generic names for medications, and a note from the prescribing physician on letterhead stationary for controlled substances and injectable medications should be carried)
- Antimalarial medications (e.g., bismuth subsalicylate, loperamide)
- Antibiotic for self-treatment of moderate to severe diarrhea
- Antihistamine
- Decongestant, alone or in combination with antihistamine
- Antimotion sickness medication
- Acetaminophen, aspirin, ibuprofen, or other medication for pain or fever
- Mild laxative
- Cough suppressant/expectorant
- Throat lozenges
- Antacid
- Antifungal and antibacterial ointments or creams
- 1% hydrocortisone cream
- Epinephrine auto-injector (e.g., EpiPen), especially if history of severe allergic reaction. Also available in smaller-dose package for children.

### Other Important Items

- Insect repellent containing DEET (up to 50%)
- Sunscreen (preferably SPF 15 or greater)
- Aloe gel for sunburns
- Digital thermometer
- Oral rehydration solution packets
- Basic first-aid items (adhesive bandages, gauze, ace wrap, antiseptic, tweezers, scissors, cotton-tipped applicators)
- Antibacterial hand wipes or alcohol-based hand sanitizer
- Moleskin for blisters
- Lubricating eye drops (e.g., Natural Tears)
- First Aid Quick Reference card

Commercial medical kits are available for a wide range of circumstances, from basic first aid to advanced emergency life support. Many outdoor sporting goods stores sell their own basic first aid kits. For more adventurous travelers, a number of companies produce advanced medical kits and will even customize kits based on specific travel needs. In addition, specialty kits are available for managing diabetes, dealing with dental emergencies, and handling aquatic environments. If travelers choose to purchase a health kit rather than assemble their own, they should be certain to review the contents of the kit carefully to ensure that it has everything needed; supplementation with additional items for comfort may be necessary.

Below is a list of websites supplying a wide range of medical kits. There are many suppliers, and this list is not meant to be all inclusive.

- Adventure Medical Kits: [www.adventuremedicalkits.com](http://www.adventuremedicalkits.com)
- Chinook Medical Gear: [www.chinookmed.com](http://www.chinookmed.com)
- Harris International Health Care: [www.safetravel.com](http://www.safetravel.com)
- Travel Medicine, Inc.: [www.travmed.com](http://www.travmed.com)
- Wilderness medicine Outfitters: [www.wildernessmedicine.com](http://www.wildernessmedicine.com)

A final reminder: a health kit is useful only if it is available. It should be carried with the traveler at all times, e.g., in baggage and on excursions. All medications, especially prescription medications, should be stored in their original containers with clear labels. With heightened airline security, sharp objects will have to remain in checked luggage.

-Deborah Nicolls, Tamara Fisk, Phyllis Kozarsky

EMERGENCY PREPAREDNESS AND RESPONSE  
FACULTY, STAFF OR STUDENTS TRAVELING INDEPENDENTLY

A. Preparing for Emergencies Abroad

- Review State Department country travel advisories, warnings, alerts and general information
- Address any medical issues or disabilities with your health care provider
- Share international cell phone number(s) with family members
- Never leave your residence without ID or money
- Create an emergency action plan
- Register with the Department of State <https://travelregistration.state.gov>

B. Elements of an Emergency Plan

- Determine the potential crisis that could occur in your area
- Determine primary and secondary safe sites should a crisis occur
- Report status to OIS, Department Chair or J. Nick Entrikin in the Office of Internationalization
- Students should check-in with home (parents or guardians)

C. Reporting an Emergency

- Call 1-574-631-5555 (collect) – this will connect you with the 24/7 Notre Dame Security Police Dispatch line
- Send email to: [sos@nd.edu](mailto:sos@nd.edu)
- Information will be immediately conveyed to members of the International Studies Crisis Management Core Team and activation of the team will be determined based on the situation

EMERGENCY PREPAREDNESS AND RESPONSE  
FACULTY AND/OR STAFF TRAVELING WITH STUDENTS

A. Preparing for Emergencies Abroad

- Review State Department country travel advisories, warnings, alerts and general information
- Acknowledge any student medical issues or disabilities
- Share faculty cell phone numbers with students
- Convey the local emergency number (i.e. 911)
- Obtain student cell phone numbers
- Create a communication tree for students
- Implement a “Buddy System”
- Advise students to never leave their residence without ID or money
- Create an emergency action plan
- Register all students with the Department of State <https://travelregistration.state.gov>

B. Elements of an Emergency Plan

- Discuss the potential crisis that could occur in your area
- Agree on when and how to check in
- Designate primary and secondary meeting places
- Report status to OIS, Department Chair or J. Nick Entrikin in the Office of Internationalization
- Require students to check-in with home (parents or guardians)
- Designate a student leader in case faculty/Program Leader is incapacitated or unavailable (if you are the only leader, please identify an on-site contact person before departure and inform OIS, Department Chair or the Office of Internationalization)

C. Priorities in a Crisis

- Respond to the immediate needs of any injured or ill
- Account for all students, staff and faculty
- Respond to concerned callers (parents/family)
- Provide OIS, Department Chair, Office of Internationalization with regular updates
- Assess safety of location for continued program presence
- Communicate assessment to faculty, staff and students
- Check with University before responding to media inquiries

D. Reporting an Emergency

- Call 1-574-631-5555 (collect) – this will connect you with the 24/7 Notre Dame Security Police Dispatch line
- Send email to: [sos@nd.edu](mailto:sos@nd.edu)
- Information will be immediately conveyed to members of the International Studies Crisis Management Core Team and activation of the team will be determined based on the situation

**IDENTIFICATION AND  
EMERGENCY CONTACT CARD**



**This Card Belongs to:**

Name: \_\_\_\_\_  
U. S. Address: \_\_\_\_\_  
Int'l Address: \_\_\_\_\_  
Int'l Phone: \_\_\_\_\_  
Int'l Cell Phone: \_\_\_\_\_  
Medical/Allergies: \_\_\_\_\_

Fold

**Emergency Contact Information:**

Int'l Contact: \_\_\_\_\_  
U. S. Embassy: \_\_\_\_\_  
Notre Dame Contact: \_\_\_\_\_  
Police: \_\_\_\_\_  
Hospital: \_\_\_\_\_  
Ambulance: \_\_\_\_\_  
Fire: \_\_\_\_\_  
N.D.Security/Police: <http://ndsp.nd.edu/>  
Call: 1-574/631-5555

