



# UNIVERSITY OF GEORGIA

## Office of Global Engagement

### Pre-Departure Procedures for Non-credit Student Mobility Activities

The purpose of these requirements is to guide students to institutional resources and individuals that can help participate in a safer, healthier overseas travel experience.

- **Determine if there is a Travel Warning for the Destination(s):** When considering a trip abroad, first determine if the travel destination(s) is under a U.S. Department of State Travel Warning. If so, students must follow the University International Travel Policy. **Undergraduate students** must submit a formal petition to the Risk Management Board for a permission to travel (at least 4 weeks prior to departure). **Graduate students** must submit an Emergency Action Plan to the online Travel Registry. In the early planning stages, contact Office of Global Engagement (OGE) Global Education advisor to discuss your trip.
- **Register your travel in UGA Travel Registry** [link] so that UGA has information about your trip and can reach out in case there is a health or safety emergency. Complete the Registry no later than four weeks before your departure.
- **Enroll into the USG/UGA International Insurance plan:** UGA requires all students traveling abroad under university sponsorship to obtain an international medical insurance plan with our preferred provider, CISI. Once you complete the registration in the Travel Registry, you will receive instruction on how to enroll into the insurance for less than \$10/week. Within 24 hours of enrolling with CISI, you will receive an e-mail confirmation and your insurance card. Upload a copy of the card as proof of coverage into the Portal.
- **Register your trip with the U.S. Department of State Smart Travelers Enrollment Program (STEP):** Once you complete the registration in the Travel Registry, you will receive instruction on how to create an account for yourself and then “add a trip” to your profile. By enrolling in STEP, you will receive important security information and updates from the embassy or consulate in your travel destination.
- **Complete an Online Pre-departure Orientation** on International Risk Management. This orientation takes approximately 2 hrs. Upon reading the content and viewing video vignettes, you must pass an online quiz. The Orientation should be viewed 4 weeks prior to departure.

For all registered student organizations or trips lacking a UGA faculty or staff leader, who travel under university sponsorship, a team leader must coordinate with OGE for additional requirements (including a vendor evaluation and a risk management plan).