



**Global Education Office**  
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 vtabroad@vt.edu  
<https://www.globaleducation.vt.edu>

# Global Travel Assessment Form - Individual Student Traveling Abroad

Complete all fields and submit this form to VTGlobalSafety@vt.edu at least one month prior to departure. Review all following information and resources, as well as our [Global Safety website](#). In the event of an emergency while abroad, do not hesitate to call 540-750-5747.

## Student Information

<b>Full Name</b> (First Last)	
<b>Undergraduate, graduate, or professional student?</b>	
<b>College</b>	
<b>Department</b> (Major)	
<b>Cell phone # while abroad</b> (Getting your cell phone there? E-mail your new # to VTGlobalSafety@vt.edu within 2 days of arrival.)	
<b>VT e-mail address</b> (PID@vt.edu. Check daily while abroad)	

## Program Information

<b>Name of program, conference, competition, internship, etc.</b>	
<b>Name of sponsoring organization</b> (IES Abroad, ISEP, Semester at Sea, University of Iceland, Rolls-Royce, etc.)	

<b>Destination(s) city &amp; country</b> (If you are traveling to more than one city/country, identify each city/country and the dates you will be in each.)	
<b>Are you receiving academic credit for this program?</b> (Yes / No)	
<b>Departure date</b> (Do not include personal travel)	
<b>Return date</b> (Do not include personal travel)	
<b>Emergency contact at destination</b> (Name, title, phone, and e-mail. Normally, it is an in-country person that supports you at your host university, organization, or 3rd party provider.)	

### Emergencies

If a significant incident (natural disaster, terrorism, major accident, etc.) occurs near you, immediately text/call 540-750-5747 or e-mail VTGlobalSafety@vt.edu to inform us of your status. A simple "I'm okay" and your name will suffice, but if you need assistance, please provide more details. We will be attempting to contact you to ensure you are safe.

### ***U.S. Department of State Travel Advisories***

Go to <https://travel.state.gov/>. Click on "International Travel" and search your destination in the "Learn about your destination" menu on the right side of the screen.

<b>U.S. Department of State Travel Advisory Level</b> (Select the current level according to the U.S. <a href="#">Department of State website</a> )	
<b>If Travel Advisory Level 2, 3, or 4, why?</b>	
<b>Does your destination city have a different Advisory Level? If "yes", what is it and why?</b>	

Virginia Tech students are not permitted to travel to a country, region, or city that has a U.S. Department of State Travel Advisory Level of 3 or 4 without the review and approval of the Global Travel Oversight Committee (GTOC). If your destination has a Travel Advisory Level of 3 or 4, contact VTGlobalSafety@vt.edu to begin GTOC review. See [Virginia Tech Policy 1070: Global Travel Policy](#), for details.

## Center for Disease Control

Use the Center for Disease Control (CDC) website, <https://wwwnc.cdc.gov/travel/destinations/list/>, to learn about vaccine requirements and health issues for your destination(s). Identify risks in your destination(s) and your plan to mitigate the risk.

<b>Are there any notices in effect for your destination(s)?</b> (Yes / No)	
<b>If "yes", what is the notice's alert level? Explain the reason for the alert.</b>	
<b>What is your plan to mitigate the risks associated with the alert(s)?</b>	

Virginia Tech students and employees are not allowed to travel to countries with a CDC Warning Level 3. Ensure you are aware of vaccine requirements and the timeliness of taking them well before departure in order for them to be effective. The CDC also has mobile apps you can download to use while abroad.

## **MANDATORY Emergency Medical and Security Assistance Insurance**

All Hokies on university-supported international travel are required to enroll in emergency medical and security assistance insurance under Virginia Tech's policy with Cultural Insurance Services International (CISI). To enroll go to <https://www.mycisi.com/CISIPortalWeb/default.aspx> and use sponsor code "VTH-SE".

*NOTE: It is not recommended, but if you are studying abroad with a 3rd party provider (i.e. ISEP, SAS, CEA, AIFS, etc.), you may request a waiver for the mandatory Virginia Tech CISI policy. This applies if: (1) your program requires enrollment in their policy, AND (2) that policy's coverage is comparable to Virginia Tech's policy. The waiver form can be found in your My Study Abroad account.*

<b>CISI Participant ID Number</b> (if requesting a waiver, write "waiver" and submission date)	
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Virginia Tech's policy with CISI is NOT travel insurance. It does not cover lost/stolen/damaged equipment (i.e. cell phones, luggage, laptops, etc.) and canceled flights. Travel insurance is important and each traveler must decide if they wish to take out additional coverage.

**Statement of Understanding**

By registering for this experience, I understand that inherent risks are present in international travel. Neither Virginia Tech nor the Commonwealth of Virginia have any control over these risks, including but not limited to Acts of God and terrorism. Further, by traveling abroad on this experience, I agree to assume the risks of international travel and hereby expressly agree to hold harmless and indemnify Virginia Tech and the Commonwealth of Virginia from any and all claims arising from my participation on this experience. This agreement and any claims or actions shall only be brought in a state court of the Commonwealth of Virginia and the laws of Virginia shall be used to construe and interpret this agreement and any and all claims notwithstanding any conflicts of law provisions. I expressly agree to accept the terms herein.

<b>Signature</b> (Typed full name functions as a signature)	
<b>Date</b>	

***Submission, Review, and Approval***

After completing all fields, save and submit this form by e-mail to VTGlobalSafety@vt.edu.

**FOR OFFICIAL USE ONLY: Global Safety and Risk Management**

<b>Comments</b>	
<b>Date</b>	
<b>Signature</b>	

## ***Information and Recommendations***

Find safety information specific to international travel as a VT students at the Global Education Global Safety website, <https://www.globaleducation.vt.edu/GlobalSafety.html>.

### **Virginia Tech Emergency Contacts**

Make sure to save Virginia Tech's emergency contacts in your phone and in your wallet for easy access.

AXA Assistance: VT Policy: GLM N04983798

Outside the US (call collect): 001.312.935.1703

Within the US (toll free): 855.327.1411

MEDASSIST-USA@AXA-ASSISTANCE.US

Global Education Safety & Risk Management

001.540.750.5747

VTGlobalSafety@vt.edu

Virginia Tech Police Department

001.540.231.6411 Ext. 1

### **Enroll in Smart Traveler Enrollment Program (STEP)**

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Register your travel at <https://step.state.gov/STEP/Index.aspx>.

### **MyCISI Mobile App**

One of the benefits of your enrollment is Virginia Tech's policy with CISI is the MyCISI Mobile App. Instantly access your travel insurance documents, view country-specific travel alerts and personal security assistance information, search medical providers worldwide and much more. Also, if an incident occurs near you, you can use the mobile app to check-in to communicate you are safe.

<https://www.culturalinsurance.com/students/technology.asp>

### **U.S. Department of State Smart Traveler App**

Once you set up your STEP account and register your trip, download the Smart Traveler App. It is the official State Department app for U.S. travelers. The app invites you to see the world with easy access to frequently updated official country information, travel alerts, travel warnings, maps, U.S. embassy locations, and more. <https://2009-2017.state.gov/r/pa/ei/rls/dos/165020.htm>

### **Medical Consultation and Vaccination Services**

Schiffert Health Center has a Travel Clinic! They can assist with vaccines and medications for your travel. [https://www.healthcenter.vt.edu/ourservices/travel\\_clinic.html](https://www.healthcenter.vt.edu/ourservices/travel_clinic.html)

The Montgomery County Health Department can also assist with vaccines through their travel clinic at 210 South Pepper Street, Suite 1, Christiansburg, VA. Hours are limited and by appointment only. <https://www.montgomerycountyva.gov/departments/health-department>

All Virginia Tech faculty, staff, and students who perform research or related work in remote areas, including in other countries, where such work could potentially expose persons directly to a disease vector or for which travel vaccinations are recommended or required for travel to that country, can obtain vaccinations and other services including travel consultations through Environmental Health and Safety (EHS). EHS must be contacted at least two months in advance of such travel to arrange services. Go the link below and complete the "Medical Survey Questionnaire" and follow the directions provided. Call 540-231-3998 or 3600 and ask for the Environmental Health Group.  
[https://www.ehss.vt.edu/med\\_survey/index.php](https://www.ehss.vt.edu/med_survey/index.php)

### **Office of Export and Secure Research Compliance (OESRC)**

All Hokies are subject to U.S. export and sanctions regulations. The physical export outside of the U.S. of university commodities (software or technology) is subject to control under U.S. export control laws and regulations. In most cases, travelers may take common items outside of the United States under a "No License Required (NLR)" declaration, so long as this property is not exported to the five comprehensively sanctioned countries (Cuba, Iran, Syria, North Sudan, and North Korea). OESRC DOES NOT require notification for the temporary export to a non-sanctioned country of commercially available laptops, tablets and/or cell phones with standard commercially available software because no license is required. For export (temporary or permanent) of ANY OTHER types of university commodities, software or technology, please contact oesrc@vt.edu. Published information, fundamental research, open source software, and other information in the public domain is not subject to these regulations and may be discussed and shared freely.

<https://www.research.vt.edu/oesrc/international-travel.html>

### **Questions to Consider Before Departure**

- Have I verified/updated my emergency contact information in Hokie Spa?
- Is my passport valid 6 months after my projected return date? *This is an absolute requirement as there have been students not allowed on the aircraft due to not meeting this standard.*
- Does the country I am visiting require a visa?
- Where is the nearest clinic or hospital to where I am staying?
- What is the standard of medical care in my destination?
- Are there any contagious diseases I need to be concerned about?
- How will I refill any medications I may need?
- Are there concerns of food- and water-borne illnesses?
- Are there any safety concerns for local transportation?
- What is the level of security of the facilities I will normally use?