



Travel Processes for USF Health Students

1. **Students are required to first meet with their faculty advisor and respective [College's international programs office](#) to discuss travel and obtain written approval for travel**
 - i. High risk destinations will require a thorough review and approval by the USF Health High-Risk Travel Assessment Committee and the [USF World Global Risk Assessment Committee](#). A high risk destination is any country for which the U.S Department of State has issued a travel warning/alert. Check the travel risk status [here](#). **High risk applications must be received a minimum of 60 days prior to Travel Application due date.**
2. **Students are required to obtain written approval for travel by completing the USF Health Travel Approval Form.**
 - Individual Travelers- if you are traveling on any individual experience, regardless if it is credit-bearing or non-credit bearing, you are required to receive written approval for travel by completing the [USF Health- Individual Travel Approval Form](#).
 - Group Travelers- if you are traveling with a study abroad or group program (including student organizations) your faculty/program leader will provide a final list of all approved student participants to the college's International programs office.
3. **Complete online Student Traveler Application to register for travel and the university's required travel medical and evacuation insurance:**

<u>Travel Applications for all Health Program Participants Due</u>		
2017 Fall Travel Programs:	<i>Fall Break Travel:</i>	September 8, 2017
	<i>December Travel:</i>	October 20, 2017
2018 Spring Travel Programs:		January 19, 2018
2018 Summer Travel Programs:	<i>May Travel:</i>	March 30, 2018
	<i>June Travel:</i>	April 30, 2018
	<i>July Travel:</i>	May 31, 2018

- Individual Travelers – complete the student [Independent Traveler- USF Health application](#) available via the [USF Health Portal](#).
- Group Travelers- contact your faculty/program leader to receive your unique, online group program registration link. Currently distributed links are also listed under group programs on the [USF Health Portal](#).

4. **Complete the mandatory, online CANVAS USF Health Student Pre-departure Orientation course.**
 - i. Students will be emailed a link to join the online CANVAS orientation course within 5-10 business days of initiating an online travel registration application.
 - ii. If you the student leader of a group program (student organization) you will be required to complete the student program leader orientation requirements in lieu of the CANVAS orientation (details [here](#)).

5. **Review Travel Resources**

Students are required to review the following travel, pre-departure information:

 - USF Health [Travel Resources](#)
 - [USF Health Pre-Departure Information Guide](#)
 - [AAMC Guidelines for Students Traveling Abroad](#)- for students doing clinical work

6. **Consider purchasing additional travel insurance***
 - *Enrollment for the university's medical and evacuation insurance does not provide coverage outside of the dates of the university-related travel program. **Those who plan to travel independently, either in advance of the program or after the program ends, must independently ensure that they have insurance coverage valid outside the U.S. and travel at their own risk.** The university's insurance provider (UHCG) offers students and their dependents, travelling on their own time, before or after program dates, to purchase travel medical and evacuation coverage, by calling the enrollment center 1.800.732.5309 (to pay via credit card) or via the [Outbound Enrollment paper form](#) (to pay via check). Reference the USF ID #: 902238160. Review the [UCHG- USF Policy and FAQ](#).*
 - *The university's medical & evacuation insurance does not include trip cancellation coverage or travel insurance (theft, costs due to delays in travel time, etc.), or pre-existing conditions. If you are concerned about travel insurance coverage, you are advised to seek travel insurance coverage through your own carrier.*

7. **Prophylaxis and Vaccinations:** It is strongly recommended that travelers follow the Centers for Disease Control and Prevention (CDC)'s travel guidelines regarding prophylaxis and vaccinations for their travel destination(s). Visit the [CDC's website](#) for country specific travel health information.

8. **Print Emergency Card and record the USF 24/7 Emergency Phone Number **+1-813-317-5815**.**
 - a. [Print Emergency Card](#) or stop by USF Health International office to pick up printed copy
 - b. Note the USF emergency phone number as well as those of your in-country and home emergency contacts in your cell phone which you will have in use while abroad