**Harvard T.H. Chan School of Public Health**

**Harvard Sponsored Student Travel Guidelines and Check List**

Residential and non-residential students pursuing practicum/field immersion, registered in winter course trips or carrying out independent doctoral research internationally should complete the following steps to help ensure a safe and well planned experience.

**Pre-Departure**

* **Emergency Contacts & Preparation**

*Group Travel*

Be sure to have contact information for the Trip Coordinator (Faculty, Practicum/Field Immersion Instructor, Administrator or TA) before and during the trip; emergency contact person and travel information for at least one other student on the trip; additional “in country” contact and emergency information. Each student on the trip may be assigned to a group (or partner) for tracking students to ensure no one gets lost or left behind. (Program specific and may not apply to every trip). We recommend you set up a WhatsApp travel group that allows you to share travel information and emergency contact details with your team in the case of an emergency.

*Individual Travel*

Residential and non-residential students who are traveling as an individual (i.e. for a Practicum or Doctoral Research Projects) should carry the following contact information and provide a copy to the Office of Student Affairs and other school contacts as needed:

* Preceptor and host site contact details
* Faculty contact details
* Personal emergency contact person
* Embassy contact details
* Passport details
* **Student Affairs Contact Information:** Leah Kane, Director for Student Affairs, (617) 432-0488

Students should note that the Harvard Chan’s leads on Health and Safety are Stacey Herman, Associate Dean for Student Services and Leah Kane, Director for Student Affairs, who can be reached at: sherman@hsph.harvard.edu and lkane@hsph.harvard.edu.

* **Guidelines & Expectations**

You should have a general itinerary, guidelines, information and expectations before, during and after the trip. Please refer to your Trip Coordinator for these details. Be sure to learn about cultural norms before traveling, including information about appropriate clothing, communications, gender norms, gifts, visiting cultural sites, and so on.

* **Harvard Travel Registry**

Students should attend a scheduled Global Support Services (GSS) session and register their travel before undertaking university sponsored international travel trips. These sessions are held in the fall and spring terms. Please reach out to your travel coordinator or department administrator for more information.

In an emergency, **Harvard Travel Assist**, which is available worldwide, will provide you with medical referrals & security advice and emergency evaluation and repatriation. Be sure to enter your lodging, transportation and emergency contact information in the [**Harvard Travel Registry**](https://www.globalsupport.harvard.edu/travel-tools/harvard-travel-registry). Register with the embassy of your country of citizenship.

It is critical that Harvard Travel Assist has your current itinerary in order to provide effective emergency support. Before you go, visit: [Harvard Travel Tools](https://www.globalsupport.harvard.edu/travel-tools).

* **Health**

If you are traveling on Harvard sponsorship you are required to have health insurance.

While Harvard Travel Assist provides access to medical and travel assistance services, it does not provide health insurance coverage. Talk with your health insurance company about coverage abroad.

If you are covered by the Harvard Student Health Insurance Plan, administered by Blue Cross Blue Shield, you have coverage when traveling outside the United States, although you will be responsible for any applicable deductible, copayments, and coinsurance. For more information about the specifics of this coverage when traveling abroad, please see: <http://hushp.harvard.edu/travel-outside-us>.

If you waived the Harvard Student Health Insurance Plan, you will need to check with your insurance company to determine the extent of your coverage.  When you call your health insurance company, you should ask the following questions (1) do you have coverage outside the US, (2) are there limitations to coverage, (3) does overseas care have a higher deductible or coinsurance and (4) does your insurance company have a network in the country in which you are visiting.

If your health insurance does not provide coverage when you are traveling abroad, you are required to purchase a short-term international health insurance plan.

* **IRB**

If you are conducting research with human subjects while abroad, please refer to IRB website. Research with human participants includes not only medical or biological but also surveys, interviews and records review. Prior approval from IRB is required and the review process can take at least 1-2 months. You should check with the organization of interest to inquire whether they have IRB approval for your work. Please consult with the Alyssa Speier, the Assistant Director of Regulatory Affairs & Research, at aspeier@hsph.harvard.edu for further assistance.

* **Safety and Security**

Before departure, familiarize yourself with current information on health and medical facilities, as well as personal safety and security at your destination. Carefully consider your safety when arranging local lodging and transportation. The following are helpful resources in addition to [Harvard Global Support Services](https://www.globalsupport.harvard.edu/about/welcome).

[U.S. State Department Travel Warnings](http://travel.state.gov/content/passports/english/alertswarnings.html)

[U.S. State Department Country Specific Information](http://travel.state.gov/content/passports/english/country.html)

[Overseas Security Advisory Council (OSAC)](http://www.state.gov/m/ds/terrorism/c8650.htm)

[Centers for Disease Control (CDC)](http://www.cdc.gov/)

* **Travel Safety Questionnaire**

If you're traveling to **high-risk regions** with Harvard sponsorship, it is recommended you complete the following steps. These steps are also recommended for all travelers to high-risk regions, whether or not the travel is sponsored by Harvard: (1) typically one month prior to travel, submit a [Travel Safety Questionnaire](https://portal.globalsupport.harvard.edu/secure/TravelSafetyQuestionnaire.aspx)to our International Safety and Security team. Harvard Global Support Services (GSS) will share your questionnaire with the [designated School official](https://www.globalsupport.harvard.edu/travel-tools/forms-policies/graduate-professional-student#contacts); (2) depending on the travel, GSS may request a follow-up consultation, usually a brief phone call; and (3) based on our recommendations and in consultation with you and any involved faculty, the designated School official may require additional safety measures and/or trip adjustments as a condition of receiving Harvard funding, credit, or other sponsorship. In exceptional cases where appropriate risk mitigation is found too costly or impractical, this may have the effect of deferring or canceling the trip.

* **Travel Waiver and Release**

If you are traveling with Harvard sponsorship either domestically or internationally should check with your program administrator or travel coordinator about whether you are required to submit a signed travel waiver. Please note, if you are traveling for a winter course, practice or field immersion, you must complete the relevant travel waiver and submit to your practicum instructor or field study administrator. [International Risk and Release Form](https://www.globalsupport.harvard.edu/sites/globalsupport.harvard.edu/files/2015-Intl-Field-Trip-Release.pdf); [Domestic Risk and Release Form](https://drive.google.com/open?id=0B3fx2GTyv9N3aHBPaFloMGdPUHc)

* **Vaccines**

Visit a travel clinic or your doctor for a pre-travel health consultation, including any specialists, at least two months before travel. Depending on health risks for your destination, you’ll need to factor in time to take single or multi-dose vaccinations.

* **Visa**

Obtain a passport, required visa or letter of affiliation well in advance, as the process for each of these can take weeks and sometimes months. *International Students* should consult with the Harvard International Office. Elizabeth Capuano, the HIO advisor for HSPH, holds monthly office hours for HSPH students and scholars in Kresge G10 from 10am to 1pm. See more details at: <http://hio.harvard.edu/office-hours#sthash.T3krjOet.dpuf>

**Re-Entry (These requirements may vary based on your program or course)**

* **Submit Course, Practicum/Immersion Required Deliverables**

Upon your return, be sure to submit required deliverables to your instructor, trip coordinator, or field administrator.

* **Student Evaluation of Course, Practicum/Field Immersion Trip or Individual Travel**

Evaluations enable students to reflect up their experience and work. Shortly after your return, you will receive either a course, site or program evaluation form to complete. Completion of the evaluation is a requirement for each course/practicum. Your grade will not be available until you submit the evaluation.

* **Contact Your Hosts**

Within a week after your return, contact your hosts and any key contacts to thank them for their hospitality and guidance throughout the trip. Continuing a high level of professional courtesy after the conclusion of the trip will help to maintain not only your own professional reputation, but also that of your Harvard colleagues.

I acknowledge that I have reviewed this document and agree to meet all school wide travel related requirements prior to the term/session of travel.

Course Name & Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student (Print Name) Student (Signature)