The following steps are required to be completed by a Cross-Cultural Faculty Leader prior to course departure:

- **The following information should be submitted to Intercultural Office (Suite 3050, Larsen 204) once it has all been collected. (Please do not send information piecemeal.)**
  - **For entire group:**
    - Proposed travel itinerary (dates, all locations, contact information for each location)
    - In-country Emergency Contact Information form or spreadsheet with same information
    - Flight itinerary & flight numbers
    - Identify how the student or group might access healthcare while traveling. If possible, indicate the name, address, and phone numbers of in-country medical healthcare provider in each location where traveling.

- **Complete prior to departure:**
  - Identify consistent means of student or group leader communication with main campus throughout duration of travel (i.e., cell phone? calling card?).
  - Obtain basic first aid kit from local pharmacy or the Engle Health Center
  - Register all participants with in-country U.S. Embassy:
    - [https://travelregistration.state.gov/ibs/ui/](https://travelregistration.state.gov/ibs/ui/)
    - If an international student, ask student to register with their home in-country embassy prior to departure.

- **Take on course for duration of travel:**
  - In-country healthcare provider information
  - In-country emergency contact information (e.g., closest U.S. Embassy, host contact information)
  - First aid kit
  - Copies of all participant passports
  - The following will be provided to you by the Intercultural Office prior to departure:
    - Leader Protocols for International Travel (see Attachment N, p. 65)
    - Insurance information
    - Cross-Cultural Course Evaluations

**Questions?** Contact Faith Minnich, Director of the Intercultural Office at x7373 or FMinnich@messiah.edu or the Intercultural Office at x2131 or Intercultural@messiah.edu.