The following steps are required to be completed by the Program Coordinator for each student or group on College-related international travel by the end of the spring semester for May-Term or summer groups and by the end of the fall semester for any J-Term or spring break groups:

☐ The following information should be submitted to the Intercultural Office (Suite 3050) once it has all been collected. (Please do not send information piecemeal.)
  o For entire group (or individual student if traveling independently):
    ▪ 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:
  o Identify consistent means of student or group leader communication with main campus throughout duration of travel (e.g., cell phone? calling card?)
  o Assist student or group leader in obtaining a first aid kit from local pharmacy or the Engle Health Center
  o Register all participants with in-country U.S. Embassy:
    ▪ https://travelregistration.state.gov/ibrs/ui/
    ▪ If an international student, ask student to register with their home in-country embassy prior to departure

☐ Provide to student or leader for duration of travel:
  o Messiah College Protocols for International Travel
  o In-country healthcare provider information
  o In-country emergency contact information (i.e., closest U.S. Embassy, host contact information)
  o First aid kit
  o Insurance information (will be distributed to Program Coordinator prior to departure by the Intercultural Office)
  o Copies of all participant passports

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.

Forms can be found online at www.messiah.edu/intercultural.