California State University, Los Angeles

International Travel: Student Organizations and Clubs - Guidelines and Procedures

Guidelines and procedures for student organizations/clubs international travel. Students participating in international travel should observe and adhere to the following:

Section 1: Prior to Departure

Attend a scheduled orientation

Be prepared to present emergency contact information

Ensure emergency contact is on travel request form

Discuss with/tell your doctor what country you are traveling to

Plan/review host country dietary needs/restrictions

Discuss diplomacy

Section 2: Health and Safety

Review host country current news events

Review U.S. Department of State Consular Information sheets at www.travel.state.gov on host country

Review Centers for Disease Control (CDC) web site at www.cdc.gov

Enroll in S.T.E.P. (Safe Traveler Enrollment Program) see www.step.state.gov

Review medical prescription travel restrictions/requirements

Review proof of health insurance requirements

Section 3: Upon Arrival in Host Country

Check-in with host supervisor and or coordinator

Register at U.S. Embassy in STEP

Attend orientation coordinated by host supervisor

Utilize buddy system

Section 4: Emergency contact information

Ensure host supervisor and travel coordinator has emergency contact information

Review in-country laws on drinking, crime, etc.

Stay in touch with your family