

## Procedures for Student and Resident International Travel University of Illinois College of Medicine

The University of Illinois College of Medicine (UI COM) serves its students and the community through global engagement activities including research, teaching, and service. International travel is vital to the University's mission, and UI COM supports these activities by providing the following procedures and information to those who travel as part of their academic activities. These procedures were established to ensure everyone has access to essential information and can make informed and safe decisions about international travel. To help the process and make sure all traveling UI COM students and residents comply with these requirements, the Center for Global Health compiled this checklist outlining pre-departure protocols for international travel. The protocol must be followed before traveling abroad for any university-related or funded activities. This Risk Management and Legal Departments at UI COM classify traveling residents as students, so **residents must adhere to the processes in place for student international travel**. Following these procedures is important for the health and safety of travelers and helps protect the University from potential liability issues.

### Procedures

Links for these items can be found in the next section.

- ✓ **Establish an International Agreement** [required]. The Office of International Affairs (OIA) can let you know if UI COM has an existing Memorandum of Agreement (MOA) with the international institution where your elective is located (contact info below).
  - **If there is an MOA:** You can move to the next step.
  - **If there is no MOA:** This process includes submitting an International Agreement Proposal Form and, once that is approved, the partnering institution will sign the MOA. This process can take several months and should be completed in collaboration with the UI COM department supporting your international elective and OIA.
- ✓ **International GME Affiliation MOA and Addendum** [required for residents only]. This is an addendum to the MOA providing details on the specific program in which you will participate. This form is program-specific, not department-specific. Complete and submit to OIA before departure, and OIA will finalize by collecting signatures from the UI Board of Trustees and the international organization (if requested).
- ✓ **International Health and Evacuation Insurance** [required]. The University system has an agreement with Arthur J. Gallagher & Co. to provide international health and evacuation insurance. When using the link below to purchase insurance, select "Student Travel Insurance Enroll" to sign-up.
- ✓ **UIC Travel Roster** [required]. Enrolling in this online system allows UI COM to keep track of everyone who participates in university-sponsored travel. Residents should list their Resident Program Director as the Point of Contact person, and students should list Kay Spreitzer (Associate Director for the Office of International Education at the College of Medicine).
- ✓ **U.S. State Department Registration Site** [optional but recommended]. The Smart Traveler Enrollment Program (STEP) is a free service for U.S. citizens traveling to a foreign country. Enrolling allows the State Department and local embassy to better assist travelers in an emergency.
- ✓ **Acknowledgement of Risks and Release of Responsibility** [required]. This form ensures you understand the potential risks associated with completing an international elective. Review, sign, and submit this form to the Point of Contact specified when completing the UIC Travel Roster.
- ✓ **Housing Waiver**. This form is only required if you secure your own housing while abroad. You do not need to complete this if you do not have control over where you stay. Review, sign, and submit this form to the Point of Contact you specified when completing the UIC Travel Roster.
- ✓ **European Union General Protection Data Protection Regulation Acknowledgment and Consent**. This form is required for anyone traveling to an EU member country. Review, sign, and submit this form to the Point of Contact you specified when completing the UIC Travel Roster.

## Important Links

<b>Memorandum of Agreement and International Agreement Proposal Form</b>
<a href="https://oia.uic.edu/templates_proposalforms/">https://oia.uic.edu/templates_proposalforms/</a>
<b>International GME Affiliation MOA and Addendum</b>
<a href="http://globalhealth.uic.edu/wp-content/uploads/2019/10/International-GME-Affiliation-MOA-and-Addendum.doc">http://globalhealth.uic.edu/wp-content/uploads/2019/10/International-GME-Affiliation-MOA-and-Addendum.doc</a>
<b>International Health and Evacuation Insurance</b>
Details: <a href="https://studyabroad.uic.edu/international-health-insurance/">https://studyabroad.uic.edu/international-health-insurance/</a> Enroll: <a href="https://www.gallagherstudent.com/students/student-home.php?idField=1353">https://www.gallagherstudent.com/students/student-home.php?idField=1353</a>
<b>UIC Travel Roster (recommended to use Chrome)</b>
Instructions: <a href="https://oge.uic.edu/wp-content/uploads/sites/49/2019/01/ITS-Enrollment-How-to-Enroll.pdf">https://oge.uic.edu/wp-content/uploads/sites/49/2019/01/ITS-Enrollment-How-to-Enroll.pdf</a> Enroll: <a href="https://oge.uic.edu/international-travel-safety-enrollment/">https://oge.uic.edu/international-travel-safety-enrollment/</a>
<b>U.S. State Department Registration</b>
<a href="https://step.state.gov/step/">https://step.state.gov/step/</a>
<b>Acknowledgement of Risks and Release of Responsibility</b>
<a href="http://globalhealth.uic.edu/wp-content/uploads/2019/10/Risks-and-Release-of-Responsibility.pdf">http://globalhealth.uic.edu/wp-content/uploads/2019/10/Risks-and-Release-of-Responsibility.pdf</a>
<b>Housing Waiver</b>
<a href="http://globalhealth.uic.edu/wp-content/uploads/2019/10/Housing-Waiver.pdf">http://globalhealth.uic.edu/wp-content/uploads/2019/10/Housing-Waiver.pdf</a>
<b>EU General Protection Data Protection Regulation Acknowledgment and Consent</b>
<a href="http://globalhealth.uic.edu/wp-content/uploads/2019/10/European-Union-General-Data-Protection-Regulation-Acknowledgment-and-Consent.pdf">http://globalhealth.uic.edu/wp-content/uploads/2019/10/European-Union-General-Data-Protection-Regulation-Acknowledgment-and-Consent.pdf</a>

## For additional questions, please contact:

MOAs	Other Questions
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Office of International Affairs P: 312-996-5455 <a href="mailto:oia@uic.edu">oia@uic.edu</a>	Study Abroad Office P: 312-413-7662 <a href="mailto:sao@uic.edu">sao@uic.edu</a>