

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 these activities are supported by the following procedures and information for those who travel as part of their academic activities. Following these procedures helps ensure everyone can make informed and safe decisions about international travel. To make sure 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.**

Procedures

Links for all documents can be found in the next section.

- ✓ **Establish an International Agreement** [required]. The Office of International Affairs (OIA) maintains a list of active UIC International Affiliation Agreements. Check this list to see if UI COM has an existing Memorandum of Agreement (MOA) with the international institution where your elective is located.
 - **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 to OIA and collecting a signature from the partnering institution. The process can take several months and is completed with support from the UI COM department supporting your international elective, OIA, and the Office of Graduate Medical Education (GME).
- ✓ **International GME Affiliation MOA and Addendum** [also referred to as a **Program Letter of Agreement (PLA)**, required for residents only]. This MOA addendum provides details on the specific program in which you will participate. This form is program-specific, not department-specific. Complete and submit to Laura Cortes at GME before departure. She will collect signatures and finalize the document.
- ✓ **International Health and Evacuation Insurance** [required]. The University 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 track 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]. This is a free service for U.S. citizens traveling to a foreign country. It 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 you 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

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

Contact Information

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