

# PEPPERDINE UNIVERSITY

## School of Public Policy

### International Travel Abroad Checklist

*Congratulations! You are about to embark on a memorable journey. This document is intended to help ensure that all those memories are good ones. Bon voyage – and stay safe!*

*– Student Services*

*011 310 506-7493, ext. 7488*

#### **CHECKLIST:**

**PLEASE MAKE SURE YOU SUBMIT THE FOLLOWING WITH CAREER SERVICES BEFORE YOU LEAVE**

##### **THE COUNTRY:**

- Signed copy of the Internship Agreement**
- Signed release form accompanied with passport and visa copy (if required)**
- Trip itinerary with confirmation for first night's stay**
- Emergency contact number**
- If you were SPP-funded, the signed agreement**

**PLEASE MAKE SURE YOU PACK THE FOLLOWING WITH YOU:**

- A blank copy of the Supervisor's Evaluation Form** (*Note: have this completed and signed before you leave your internship*)

#### **PREPARATION:**

- **Research the country** that you will be visiting to become familiar with customs, etc. Country specific information is available at [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html).)
- Register your trip with the U.S. Department of State: <https://travelregistration.state.gov/ibrs/ui/>
- New Requirements for U.S. Citizens: [http://travel.state.gov/travel/cbpmc/cbpmc\\_2223.html](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html)
- U.S. Department of State International Travel Safety Information for Students: [http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html)
- U.S. Department of State Tips for Traveling Abroad: [http://travel.state.gov/travel/tips/tips\\_1232.html#student\\_travel](http://travel.state.gov/travel/tips/tips_1232.html#student_travel)
- **Pepperdine Network:** SPP faculty and staff may be able to give you contacts within the country. Schedule an appointment with Career Services to see about networking opportunities available.

##### **TRAVEL DOCUMENTS**

- **Passport:** Make sure your passport is current *through the end of your trip* and submit a copy to the Office of Career Services along with a copy of your visa, if required. Your signed internship release will be invalid, if this is not attached – and your internship approval may be revoked.
- **Visa:** As soon as possible, secure your visa. This may take four to twelve weeks. Students should get the visa before they leave the United States. It is **NOT** recommended to attempt to secure a visa at an airport.
- **Plane tickets:** Purchase plane tickets as early as possible to get the best deals. For many countries, students must have a return ticket to enter the country. Changing a return ticket can

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cost \$50-\$200 plus the difference of the original ticket. Failure to investigate change fee on return tickets may limit opportunities for regional trips.

- **Immunization Card:** Plan to take the immunization card with you on all your travels. In an Emergency, the medical personnel will want to see it.
  - **Medicine and Immunizations:** Check with the state Department for a list of suggested immunizations. The Student Health Center can provide suggested immunizations, give immunizations for a fee, and also supply the Certificate of Good Health. Please visit the Student Health Center Website for specific details at <http://services.pepperdine.edu/healthcenter/geninfo/travelmedicine.htm>
- **International Driver's License:** We do not recommend driving in foreign countries, but if required, pick up an international driver's license at the American Automobile Association (AAA) <http://www.aaa.com/>. Car rental agencies will rent to you without an international driver's license, but the police may require it. If you are going to drive also carry your state-issued license as, you will need both in most countries. You will need to pay for insurance should you rent a car. United States insurance is rarely honored in foreign countries
- **Temporary Medical Insurance:** Check with your health insurance carrier to determine if your medical coverage is available abroad. It may be advisable to buy temporary medical insurance for the specific country that you are visiting. In some countries, emergency services are only provided if you pay cash up front and pay an interpreter (also in cash).
- **Student Health Insurance:** If you have student health insurance, typically services are paid up front (see above). If you require medical services while abroad, you should keep receipts for reimbursement upon your return. It is recommended that you review the insurance brochure <https://wfs.wellsfargo.com/pepperdine/AnthemBrochure/Documents/12-13PepperdineFINAL.pdf> and print the contact information to take with you. <https://wfs.wellsfargo.com/pepperdine/ImporantContacts/>
- **Accommodations – first night:** Contact your hotel or accommodations for your first night, by phone *and* in writing to confirm all the details. (In the developing world, reserve at least two nights upon arrival). Get a confirmation and print it out. Send one copy to the Office of Career Services. Make sure you have explicit directions for reaching the accommodations from the airport, printed out in the local language as well as in English, so you can hand it to a shuttle or taxi driver. If the hotel recommends that you take a cab from the airport, find out in advance, from their reservation personnel, how much the ride should cost. You may have to negotiate the fare with a driver upon arrival.
- **Accommodations – for your stay:** Usually, your host employer will assist by suggesting options. Beyond that, do your own research. Try to stay in a safe part of the central city. Contact multiple people who know the city to confirm that the neighborhood is safe, clean, and convenient. However, do **NOT** lock yourself in. You can check out the accommodations the day you arrive and adjust, if necessary. That's one good reason for you to spend the first night in a brand-name hotel.
- **Other Critical Documents:** Make two photocopies of your visa, front page of your passport, credit cards (front and back), any insurance cards, the Pepperdine international travel card, and your internal driver's license, if you are carrying one. Stash one copy at home with someone you trust to be reachable and pack the other one in something you'll carry with you, but not in

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the same place you carry the originals. For example, carry originals in a purse and the copies in a carryon; or carry the originals in buttoned-up pockets and the copies in a carryon.

- **Non-US citizens:** Do not leave the United States without a valid visa for re-entry. Check with the Office of International Student Services, as well, before you leave.
- **Credit and Debit Cards:** Plan to take two credit cards (at least one should be Visa) and one ATM card. Contact the banks before you leave the United States and tell them where you're traveling and for how long. Also, before you leave, make sure you have an international contact number for the banks—it's not always printed on the back of the card. If you plan to manage your credit card accounts, make sure you have online accounts registered and functioning properly prior to departure to ensure management and payment processing. You can also arrange to have someone pay the monthly bill while you're gone so they won't suspend your credit. Check with your bank to see if they have reciprocity with another bank in the country that you are in to save on ATM fees. Be aware: fees and international charges can be incurred both at the international ATM and your home bank.
- **Foreign currency/Traveler's checks:** Some banks and the American Automobile Association (AAA) do have foreign currency available for purchase. Make sure you have some cash in the local currency before you leave the United States because foreign exchange offices may be closed when you arrive. For current exchange rates, please refer to the following converter website with the understanding that a service charges and rates vary at exchange facilities.  
<http://www.oanda.com/currency/converter/>
  - NOTE: Leave all other valuables at home including jewelry, iPods, etc.
- **Travel Itinerary:** You *must* submit a copy of your travel itinerary to the Office of Career Services along with emergency contact information within the United States. Should any changes occur while you are out of the country, be sure to update the Career Office with the revisions. There are several online trip planners that allow for itinerary sharing with the school and your family. For example, TripIt <http://www.tripit.com/>
- **Maps:** Buy a street map of the city you are visiting; plus, one of the country, if you expect to do some touring. One good source is [www.maps.com](http://www.maps.com).
  - NOTE: Cancel the mail, paper, and any other regular delivery.

### **PACK:**

#### **IN YOUR LUGGAGE**

- **PREPARE:** Check the weight and size restrictions for **every plane** you'll be on. If in doubt, pack small and soft-sided.
- **Spare passport-sized photos.** You may need them for passes or permits.
- **Small, high-powered battery flashlight,** with extra batteries.
- **First Aid Kit:**
  - Prescription Cipro (consult with a physician). Leave it in the RX bottle.
  - Sleeping pills: leave them in the original bottle or blister pack.
  - An anti-diarrheal medicine—good in almost any country.
  - Prescriptions for any RX's you normally require.

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- If you wear contacts, bring a spare pair plus plenty of solution. Foreign brands are formulated differently (even if the brand is the same) and the difference can cause problems.
- Antibacterial cream and band-aids of various sizes (or the spray-on works well).
- An ace bandage.
- Antibacterial lotion and/or baby wipes.
- Tweezers.
- Compression bandage.
- Butterfly bandage.
- Spare pair of prescription glasses.
- **Baby powder** – great for prickly heat; in shoes; on balky zippers
- **Sun screen**
- **Bug spray**
- **Sturdy walking shoes** and thick socks
- **A small, fast digital camera**; optional a Flip video-cam
- **International transformers or adapters**, chargers and spare memory cards
- **220-volt personal appliances** such as hair dryer
- **Ziploc bags**, multiple sizes of the freezer bags.
- **Hardcopy address list of all important contacts**, at home and in-country
- A scarf or bandana
- Shirts and/or slacks with pockets that zip or button so items can be secured
- A lightweight poncho you can carry with you at all times
- A quick dry towel
- Small, plastic packs of Kleenex—they can serve as toilet paper in odd places
- Q-tips and a toothpick
- Dental floss
- Superglue
- Duct tape
- Copies of your resume
- Sunglasses
- Business cards
- Family photos in case you get homesick
- Leatherman or Swiss Army knife, preferably with a flash drive. Remember to always leave it in your checked luggage when you're traveling.
- Small, heavy-duty, comfortable day back.

**NOTE:** Check luggage through to your final destination. That said; make sure your carry-on contains enough essentials and clothes/ underwear for three days. It can take a while for lost luggage to catch up.

**NOTE:** Remember to dress conservatively. You are in the country as a professional and as a guest. Shorts and flip-flops are only appropriate on the beach—and not all beaches, in all

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countries. It is better to err on the over-dressed side. The best recommendations are for lightweight, wrinkle-free clothing that is comfortable and easy to wash. Clothes that are versatile – can be accessorized for anything from casual to elegant, are the best choices. Try to stick to a simple, monochromatic color scheme, using accessories for color. When in doubt about a piece of clothing, leave it out.

**NOTE:** If you are traveling in the developing world, small gifts can be friend-makers, things like pencils, wrapped candies, and coins for children; dollar bills.

#### **CARRY WITH YOU**

- **Travel Documents:** Passport, visa plus one other form of government-issued photo ID. Check to be sure your passport will not expire within 6 months of your return date.
- **Medical:** International certification of vaccination plus, if required, a health certificate. Add in a record of your last tetanus shot.
- Prescription drugs—at least a month’s supply of everything you need, in original bottles.
- **Pocket First Aid Kit:** should include antibacterial cream and band-aids, antibacterial lotion and/or baby wipes, Cipro, sleeping pills, an anti-diarrheal medicine, tweezers, aspirin or Tylenol, etc.
- **Plane tickets** – note, some countries won’t admit you without a return ticket. Check first.
- **Itinerary:** A printed copy of your itinerary
- A confirmation printout of your first night’s accommodations
- Photocopy of your critical documents
- Optional: international driving license
- **Two credit cards**—a Visa plus one other, preferably Mastercard or American Express
- **An ATM debit card**—Star or Maestro networks will get you through most machines. NOTE: Leave all other cards at home, in a safe place.
- **Cash:** \$100 in local currency and at least \$100 in U.S. currency or Euros
- Two spare passport photos in a plastic baggie
- A change of clothing and two of underwear plus toothbrush and toothpaste
- A phrasebook, if appropriate

**Optional:** your laptop set-up for international charging. If you take it, or if you bring a valuable camera, get export papers from U.S. Customs prior to travel to make clearance easier when you return. You may want to set up Skype or Magic Jack services if you will have free access or access to the internet; calling the U.S. will be relatively inexpensive.

**NOTE:** Check in an hour earlier than the recommended time allowance. International security check-in often backs up. This is true in both directions.

**NOTE:** U.S. cell phones rarely work properly even with international SIM cards – and the calls are expensive. It is smarter and much less expensive to buy a prepaid cell phone in the country where you are staying.

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#### **UPON ARRIVAL:**

- At the airport, immediately buy a prepaid international cell phone. Phone home. Phone Pepperdine SPP Student Services and leave your cell phone number for emergency contact.
- Contact the local embassy or consulate. Tell them you have arrived and give them the details of your stay. If anything changes, update them immediately.
- Check to see whether there will be an airport exit tax when you return to the airport to leave the country. Set aside that money now so you'll have it ready, in local currency, when you are leaving.
- For fun, take your picture at the airport. Note: Be careful, at some airports, security agents will impound your camera or arrest you depending on proximity to security and religious artifacts.
- Ask a uniformed officer to direct you to authorized transportation to your accommodations. You may want to ask him (her) to assist you in negotiating the fare.
- Avoid crowded buses whenever you're traveling with luggage; likewise, try not to isolate yourself, especially after dark, at any time.
- At the hotel, check the emergency exits on your floor before settling in and be certain your hotel room phone works. Call the desk. Check the locks on your door.

#### **PROTECT YOUR BELONGINGS**

**NOTE:** You are responsible for your personal property. Prepare by making a plan and consciously noting what you can do to prevent loss or theft.

- You can safe guard your belongings from damage or theft by making sure that your room and windows are locked, ensuring locks are in proper working condition, and by securing money, travelers checks, and other valuables.
- Do not take anything with you that you cannot afford to lose.
- Never leave your valuables in plain sight. Always keep away from windows, doors, or out in the open.
- Always carry your money and valuables in various and uncommon places. Men: carry your wallet in your front pocket. Women: carry you handbag under your arms and in front of you. Everyone: carry bags in front you and keep your bags under arms in crowded places.
- If available, utilize a safe or locker to provide even greater security to your belongings.
- Consider getting personal insurance for personal property.
- Make copies of all important documents, including the back and front of credit cards and debit cards. Makes sure to leave copies with multiple family members and friends. Leave a copy in a secure location where you are staying or working.
- Save and store passwords to personal accounts securely and safely. Consider leaving them with a trusted family member in case they are lost or misplaced. Do not have passwords written down, and if at all possible have passwords encrypted. Please click [Pepperdine IT Community](#) information page for further helpful tips in securing passwords and technology.

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#### **AROUND TOWN**

- **Emergency Contacts:** Always carry your cell phone (charged) along with your local emergency numbers entered both into the phone and carried on a hardcopy card in your pocket.
- Keep your money out of sight. Never count it in public. Always divide it, some in your wallet; the rest elsewhere on your person.
- If you're driving, re-fill the tank when it's half-empty. It can be difficult to find an open gas station in many locations.
- Avoid consuming ice cubes, ice cream, tap water, raw food, especially vegetables, and unpeeled fruit.

#### **TECHNOLOGY**

Below are some reasonably easy and cheap ways to avoid a digital disaster when on the road:

1. Computers in cybercafés and hotels are notorious for having malware on them. Before using public computers, ask what security measures are in use.
2. Always use a firewall when using airport, hotel or other public Internet connections and Wi-Fi. If your transferring sensitive information over the internet such as bank transactions look for "https" in Web addresses, and check if a Wi-Fi network uses encryption by reading privacy policy on its Web site.
3. Laptop loss and theft at airports are rampant. Consider backing up your data to a USB flash drive or a disc, especially if you store confidential personal or business documents.
4. If you are using a smartphone find out whether Web sites and mobile apps you use to move confidential information use encryption. Also, intruders can use Bluetooth to read contacts, text messages and other data stored in your phone, so turn it off if you don't use it.

*Source: "Safe Travels for You and Your Data", New York Times. February 17, 2010.*

<http://www.nytimes.com/2010/02/18/technology/personaltech/18basics.html?ref=personaltech>

#### **IN CASE OF EMERGENCY**

- **Important Telephone Numbers**
  - **OVERSEAS CITIZENS SERVICES:** 1-888-407-4747, from overseas: 202-501-4444  
Death of an American citizen abroad, arrest/detention of an American citizen abroad, robbery of an American citizen abroad, American citizens missing abroad, crisis abroad involving American citizens after hours number for an emergency involving an American citizen abroad.
  - **OFFICE OF CHILDREN'S ISSUES:** 1-888-407-4747, from overseas: 202-501-4444  
International parental child abduction, international adoption, recorded information on custody and adoptions, denial of passports to minors in certain circumstances such as abductions.

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- **VISA SERVICES**

Inquiries about visa cases and the application process: 202-663-1225

Immigrant visa cut-off dates: 202-663-1541

Inquiries about J waiver status: 202-663-1600

National Visa Center (Immigrant visa inquiries): 603-334-0700

- **PASSPORT SERVICES**

Inquiries about the passport application process, the status of an application or an emergency passport: National Passport Information Center, Regional Passport Agencies, and Passport Office of Policy and Advisory Services: 202-663-2654

(Validation of passports for travel to Libya)

- **Europ Assistance Card (available from Pepperdine Insurance and Risk)**

The Europ Assistance card functions worldwide. All Pepperdine employees and students are eligible to use this card in an emergency while overseas. By calling the number found on the card, you may receive assistance in a variety of circumstances including: lost documents, legal matters, language interpretation, and referrals for medical attention. Please see the backside of the card for a full list of the services Europ Assistance provides. Any services for which a payment is rendered by Europe Assistance must be reimbursed to Europ Assistance by the individual – it is not the university's responsibility. Please call the Office of Insurance and Risk Management at (310) 506-4410 with any questions.

- **Natural disaster survival tips while traveling**

The recent earthquake in Haiti is a reminder that disasters can occur anywhere, at any time. Knowing what to do should disaster strike while abroad is vital. Check out the following tips that can help you prepare and stay safe:

1. Communicate: contact family, friends and your local embassy to update your status as soon as you have access to a phone or internet.
2. If injured or ill and you have travel insurance, contact the 24-hour medical services who can guide you through your next steps on where to get medical attention.
3. Beware of your environment, avoid disaster-caused hazards like downed power lines, use battery-powered flashlights rather than candles or gas lanterns, avoid rapidly moving water which may carry infections, do not return to your hotel as aftershocks could cause further structural damage and the building may collapse. Instead, move to the nearest open area away from buildings, trees and roads where power lines may have fallen.
4. Keep safe from injuries and infections by wearing sturdy footwear, frequently washing hands if fresh water is available, drinking only bottled or disinfected water, and securing your money and passport
5. Follow all advice from medical or local emergency services on evacuation instructions.

Source: "When disaster strikes: survival tips for travelers". WorldNomads.com. January 25, 2010.

<http://journals.worldnomads.com/safetyhub/post/53874.aspx>