

**North Carolina Central University
International Travel Checklist
Faculty, Staff, Students**

Prior to planning any University-sponsored international travel, NCCU faculty, staff and students must thoroughly read and initial the following policies. For credit-bearing study abroad programs and noncredit-bearing cultural enrichment abroad programs, please contact the Office of International Affairs for the appropriate guidelines and additional forms.

Travelers must check the U.S. Dept. of State (DOS) Travel Advisory category for their destination before completing this form. To view the Travel Advisory for countries and other pertinent information, visit the DOS website at <http://travel.state.gov>
Please read the section *International Travel* and fill out the following information:

Country: _____ Travel Advisory Level: _____

Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going. **Students are prohibited from traveling to a country with Travel Advisory Level 3 and Level 4.**

- _____ Travelers must possess a valid passport. Many foreign immigration officials require passports to be valid six months beyond the end of travel.
- _____ Travelers are responsible for obtaining any required entry visas.
- _____ Travelers are responsible for obtaining any immunizations/medications required for the country to which they plan to travel.
- _____ Travelers are required to obtain GeoBlue insurance coverage for international travel. Contact NCCU's Business & Auxiliary Services at 919 530 7531 or e-mail Jacqueline Marrow at jmarrow@nccu.edu for assistance.
- _____ Travelers are advised to register their travel plans with the Smart Traveler Enrollment Program (STEP) at <http://travel.state.gov>

This document must be submitted to the Office of International Affairs, Room 102, Lee Biology Building, along with the completed Request for Travel and Travel Authorization Form, a copy of the traveler's passport photo page, proof of international insurance coverage, and agenda or invitation. Please note that the Travel Office needs these documents a month in advance of travel. If the Travel Office is making a payment for international travel, please provide the beneficiary's name, address, city, and the name of the bank, the SWIFT code and account number.

Traveler's Contact Information

Traveler's address abroad:

Traveler's phone abroad: _____

Email: _____

Dates of travel: _____

Traveler's emergency contact at NCCU:

Department: _____

Phone: _____

Email: _____

Traveler's Acknowledgement:

I have read the above-mentioned policies and procedures regarding international travel and I agree to comply with said policies and procedures. Furthermore, I voluntarily agree to release, waive liability, hold harmless, discharge, and indemnify North Carolina Central University, the UNC Board of Governors, University officials, employees, agents, and volunteers from any liability, claim, demand, costs, or expenses that may be asserted arising from or by reason of personal injury; illness; property damage; any cause or occurrence beyond the control of the University or its agents, including natural disasters, wars, civil disturbances, terrorist acts; or other consequences or events arising from my travel abroad. This release also binds my parents, siblings, heirs, executors, successors, and assignees.

Traveler's Name (Please Print)

Signature

Date

Verification:

Office of International Affairs (Please Print)

Signature

Date

Office of the Provost (Please Print)

Signature

Date