

University faculty and staff individual, group, and student advisee international travel requirements

Per an email on 4/21/09 to dept chair, Susan Petry from Associate Provost for Global Strategies and International Affairs, Dieter Wanner.

Dear faculty, As more students, faculty and staff travel around the world to study independently, conduct research and attend conferences, taking some precautionary steps before making airline reservations can help protect the university community.

Faculty traveling with students

If you are accompanying a group of students to international locations for the purpose of research, internships, field work, special projects, conferences, and/or service learning, you are required to comply with four Ohio State risk management policies:

- Notify the Office of International Affairs of your travel plans and complete the Faculty International Travel Form at least one quarter in advance of travel.
- Participate in a risk management, health and safety session conducted by the Office of International Affairs. Sessions are offered at least twice every quarter.
- Provide the Office of International Affairs with a list of students' names and contact information at least one quarter in advance of travel.
- Be aware of any travel warnings that have been issued by the Department of State.

Faculty advising students traveling independently

If you are advising students who will be traveling abroad independently, you are required to refer students to the Office of International Affairs at least one quarter in advance of their travel plans, so they can be advised of the supplemental health insurance program, U.S. embassy registration procedures, and any restrictions that may apply if a travel warning has been issued by the Department of State.

Health care and insurance coverage

- Faculty enrolled in a university medical plan are enrolled automatically in GLOBALCARE, which provides health coverage outside the U.S.
- Faculty may visit the OSU Rardin Family Practice for their international travel medical needs.
- Encourage your students to apply for Ohio State's supplemental health plan through the Office of International Affairs.
- Encourage your students to schedule an international travel appointment at the Ohio State Wilce Student Health Center (or a personal physician) at least one full quarter before departure to review any special health concerns and determine vaccinations needed.

U.S. embassy registration

To register travel plans with the U.S. embassy, visit the U.S. Department of State's travel registration web site at <http://travel.state.gov>. Questions? For more information, visit the International Travel Health and Safety web pages at <http://oia.osu.edu>.

Sincerely,
Dieter Wanner
Associate Provost for Global Strategies
and International Affairs