

PADNOS INTERNATIONAL CENTER

FACULTY & STAFF PRE- DEPARTURE GUIDE



IMPORTANT INFO TO
ENSURE YOU'RE
READY TO TRAVEL &
REPRESENT GVSU
ABROAD



GRAND VALLEY
STATE UNIVERSITY
BARBARA AND STUART
PADNOS INTERNATIONAL
CENTER



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DOCUMENTS

Passport

- Your passport must be valid for at least 6 months after your return.

Visa

- Research whether or not you need a visa to enter your destination. You can consult ISOS, refer to the Embassy's website of the host country, or reference the U.S. State Department website: <http://travel.state.gov>.

Check Entry Requirements

- Entry requirements are subject to change and it's important to know what's required for entry.

TO-DO

Make sure your passport will be valid for 6 months after you get back

Review visa and entry requirements



AIRFARE & MONEY

Airfare

- In most cases faculty and staff are required to secure their own tickets. Please be certain you have approval from your Unit Head/Appointing Officer before securing your airfare. If you are working with an international partner, wait for confirmation from your host that your dates are acceptable before buying.

Money

- Contact your credit card companies prior to departure to let them know you will be out of the country. Always remember to use a variety of means for money. Do not rely on any one source.
- You may be able to purchase the local currency prior to your departure. Note: you will not likely get the best deal when exchanging currency in advance of your trip. We recommend using your US debit card at an ATM in your host country. Nearly all airports will have either an ATM machine or a currency exchange.

TO-DO

Obtain
approval before
buying your
ticket

Notify credit
card comp &
take out local
currency on
site



HEALTH

Health Insurance

- You will be covered by GVSU's International Health Insurance for no additional cost. Please complete the [GVSU Travel Insurance Registration Form](#) to register.
- Next, download the International SOS Assistance application from your mobile app store (blue background with International SOS in white). Enter your GVSU email address.

Prescriptions

- Pack prescriptions in your carry-on luggage in the original containers & bring enough for the duration of your trip.

TO-DO

Fill out the
GVSU travel
health insurance
registration
form

Download the
SOS app

Review CDC
[health](#)
[precautions](#)

Review
[recommended](#)
[immunizations](#)



SAFETY

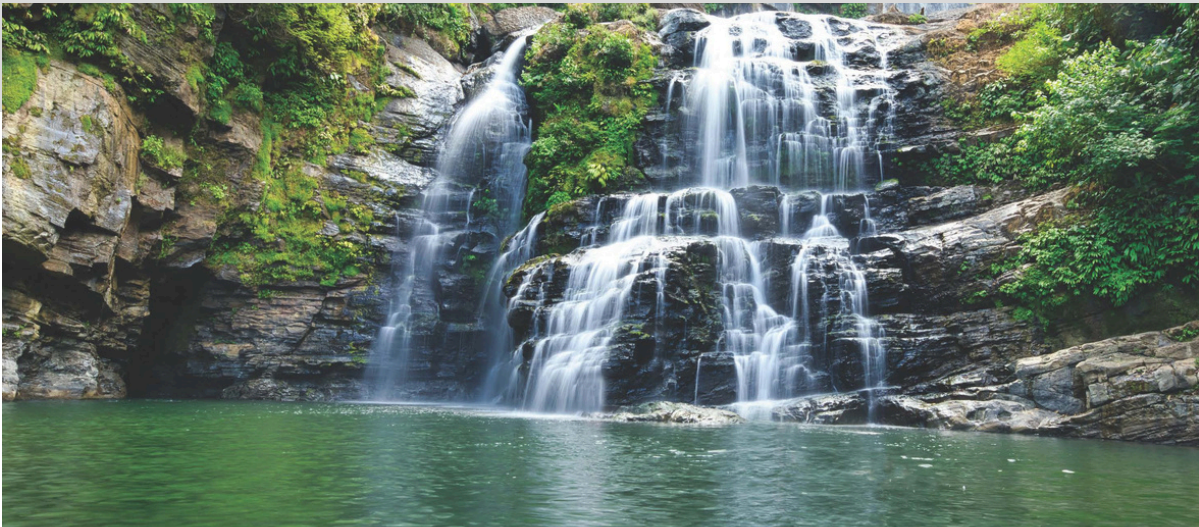
Is it safe to go?

- Is your destination under a Travel Warning by the U. S. State Dept <http://travel.state.gov>? If you are traveling somewhere under a travel warning or embargo, you need approval from your Appointing Officer. You may also be required to secure approval from the [Office of Research Compliance & Integrity](#).
- Contact International SOS (ISOS) for pre-trip travel information - +1 215 942 8478 or visit the website at www.internationalsos.com.
- OSAC Country Reports - <https://www.osac.gov/>

Are you taking GVSU students?

As an employee of GVSU, you must adhere to University policy on accompanying students outside of the USA. Make sure you plan well & gain appropriate permission/approval, for your personal liability and protection, in addition for the safety of students. The policy can be found at: <http://www.gvsu.edu/pic/accompanying-students-abroad-105.htm>

ESTABLISH AN EMERGENCY PLAN: DISCUSS A PLAN WITH LOVED ONES AND LEAVE HOST COUNTRY CONTACT INFORMATION FOR ALL OF THE LOCATIONS YOU PLAN TO TRAVEL.



SAFETY

Register with the U.S. Embassy

- For up-to-date safety/security information about your destination, register in the Smart Traveler Enrollment Program (STEP) on the U.S State Department website before you leave: <https://step.state.gov/step/>. Non U.S. citizens can also register.

Emergency Contact

- Please email the name and mobile number of an emergency contact to Kate Stoetzner (stoetznk@gvsu.edu) and Vicki Wenger (wengerv@gvsu.edu) from PIC.

Passport & bank card copies

- Leave a copy of your passport and your bank cards with someone you trust in the U.S.

TO-DO

Check the Travel
Warning list and
contact
International
SOS

If you're taking
GVSU students
ensure you have
the permissions
needed

Register with
the US Embassy
STEP program &
establish an
emergency plan

Email Kate and
Vicki the name &
number of an
emergency
contact

Copies of your
passport, visa
& bank cards
to someone in
the US



COMMUNICATION

Group Texts & Plans

- Consider a WhatsApp group if you're traveling with others.
- Be sure you have a phone- or a plan- that allows you to connect internationally.
- Consider connecting with loved ones back home via an online platform (LinkedIn, Instagram etc).
- Make a plan with your loved ones. Please ask them to give you some time (we recommend 12-24 hours) once you land to get connected to the internet.

TO-DO

Consider group texts and different platforms to use

Make a plan with loved ones so they don't worry



PACKING

- Consider your meetings and plans as well as the host country's dress codes and pack appropriate attire.
- If you might visit a religious site or holy place consider what you will wear.
- Review the outlets to see if you need to bring a power adapter.
- Remember there are local stores should you forget toiletries.
- Consider if you will be carrying your luggage and how far.
- WEAR COMFORTABLE SHOES

TO-DO

Consider the
customs &
your schedule

Weigh your
bag

Gift giving in other cultures can be very important. Consider the appropriateness of your gift. GVSU items are great gifts to share



RETURN

Getting reimbursed

- Use University guidelines for submitting expenses. When converting foreign currency to USD, please indicate the rate you are using. For questions, please contact your department's budget administrator.

Currency exchange websites: www.xe.com ; www.oanda.com

Share your experience

- Please share out your experience with others in many ways.

Follow up with PIC when visiting a GVSU Partner

- Please meet with the Director of Study Abroad & International Partnerships upon your return. This allows PIC to stay informed of collaborations taking place at our partner institutions.

TO-DO

Use University
guidelines for
reimbursement

Share your
experience
with others at
GVSU

Meet with PIC
after visiting a
partner
institution

REVIEW

DOCS

- Passport valid for 6 months after you return
- Visa
- Entry Requirements

HEALTH

- Complete the [GVSU Travel Insurance Registration Form](#)
- Download the International SOS Assistance app
- Review CDC health precautions
- Review recommended immunizations

SAFETY

- Check travel warnings
- Email Kate and Vicki the name & number of an emergency contact
- Make copies of your passport, visa & bank cards and leave them in the US
- Register with the US Embassy

COMM

- Consider group texts and different platforms to use with people back home
- Make a plan with your loved ones; ask them to give you 12-24 hours once you land to get connected to the internet

PACKING

- Consider your meetings and plans as well as the host country's dress codes and pack appropriate attire as well as gifts
- Review the outlets
- Consider the weight of your bag



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