

George Mason University International Travel Checklist

- Review university policies regarding international travel:
 - a. University Policy 1134: [University-Sponsored or University-Related International Travel](#)
 - b. University Policy 2101: [Travel Authorization and Reimbursement](#)
- Complete and submit an [Application for Travel to Hazardous Areas and Countries under Comprehensive Economic Sanctions](#) at least 30 days in advance of the proposed travel date or as soon as travel is anticipated and before making travel arrangements if planning travel to a hazardous area or country under comprehensive economic sanctions (<http://internationaltravel.gmu.edu/hazardous-areas/>).
- Review U.S. Department of State information on the destination country(ies) at: <http://travel.state.gov/content/passports/en/country/html>.
- Register Travel with the U.S. Department of State Safe Traveler Enrollment Program (STEP) at (<https://step.state.gov/step/>) and completed the U.S. Department of State Traveler's Checklist (<http://travel.state.gov/content/passports/english/go/checklist.html>)
- Access the university's International Emergency Insurance (Mercer Travel Assist – <http://mercervelassist.com>) provider's website and review information on the destination country(ies). [Click here to download first-time registrant instructions.](#)
- Individual student travelers must register travel with the Mason Study Abroad Travel Registration System (<http://masonabroad.gmu.edu/>) and purchase International Emergency Insurance during the process. *Note: Academic Directors/Trip Leaders handle travel registration and purchase of International Emergency Insurance for group travel. International Emergency Insurance is provided to faculty and staff upon employment.* Proof of insurance may be required during the visa application process, please submit the [Declaration of Coverage Request form](#) to request documentation. For more information on accessing coverage, visit <http://risk.gmu.edu/insurance/international-travel-insurance/>.
- Review Research, Development, Integrity, and Assurance (RDIA) export controls (<http://oria.gmu.edu/export-control/>) and contact RDIA if necessary to confirm that activities and equipment related to your trip do not conflict with Federal export control regulations.
- Complete a [Trip-specific International Travel Emergency Plan](#), for a group or individual, prior to departure and finalize this plan when you arrive in country (<http://internationaltravel.gmu.edu/travel-resources/>).
- If you are not a U.S. citizen or a lawful permanent resident and need advice about what is required to re-enter the United States, consult the Office of International Programs and Services (<http://oips.gmu.edu/>).

Academic Director/Trip Leader

- Participate in pre-departure training and orientation for Academic Director/Trip Leaders provided by Mason Study Abroad.
- Conduct a briefing and distribute all travel information to participants.

This form is for personal use; it does not need to be submitted