

Temple University's Risk Management and Education Abroad and Overseas Campuses want to provide guidance as well as assist in the event of an emergency or crisis abroad. In order to do this, all Temple students travelling outside of the United States for activities that are [Temple sanctioned](#) are required to take the following steps before departure.

Temple sanctioned travel, including study abroad and other official university programs and/or activities, is prohibited in countries or areas within countries with a Travel Advisory Level 3 ("Reconsider travel to") or 4 ("Do not travel to"), according to the [U.S. Department of State's Travel Advisory System](#). Temple sanctioned travel is also prohibited in countries or areas within countries rated as high or extreme travel risk by [International SOS](#). For additional information on travel to a high-risk country, contact Risk Management at international.travel@temple.edu.

Preliminary Planning

1. Obtain approval/confirmation that your international travel is Temple sanctioned
 - a. We recommend starting conversations with your sponsoring unit/department as soon as possible regarding if your travel is approved.
2. Research your destination
 - a. Review the [U.S. Department of State's](#) country-specific information sheet for your destination(s) to familiarize yourself with:
 - i. Passport/visa requirements
 - ii. Necessary immunizations
 - iii. Safety and security information, including local laws
 - iv. Location and contact information for U.S. embassies and consulates
 - v. Any worldwide cautions that may be in effect by the State Department
 - b. [Consult International SOS](#) for country-specific reports. Contact International SOS with any questions you may have about safety and security in your destination, as well as for pre-travel medical advice.

Registering your Travel

1. Complete Required Temple Forms
 - a. All student travelers are required to complete the following forms and return them to your sponsoring department/unit as well as to Risk Management at international.travel@temple.edu. **Forms are due at least one month prior to departure.** [Forms are available to download:](#)
 - i. Emergency Contact Form
 - ii. Assumption of Risk and Release
 - iii. Health Information Form
 - iv. Passport Information Form
 - v. Disability Accommodation letter (if applicable)
2. Health & Safety Advice/Consultation
 - a. Download an [International SOS member card](#).
 - b. Review the Cigna International Travel Medical Insurance [Summary of Benefits](#) to all participants.
 - c. Consult International SOS via email (philadelphia@internationalsos.com) or phone at 215-942-8226 for information on immunizations, medical concerns while traveling, security information, and other specific concerns you or group members may have about traveling prior to departure.
3. Register with the U.S. Department of State
 - a. U.S. citizens or permanent residents should register their stay abroad with the U.S. Department of State's [Smart Traveler Enrollment Program \(STEP\)](#). Non-U.S. citizens should register with the Embassy of their home country in their destination.
4. [Registration for international health insurance](#)
 - a. Enroll yourself in the International SOS travel medical insurance coverage.

- b. Upon receiving the Pre-Travel Advisory email about your destination, forward a copy of the email to international.travel@temple.edu to confirm your registration.
5. Download the International SOS Assistance App
 - a. Create an account using the same name and email address used when enrolling yourself in International SOS travel medical insurance.
 - b. Stay connected to International SOS while abroad, reviewing notifications and warnings that are sent to you via the app and email.

On-Site

1. Store emergency contact information in your phone. Learn the local numbers for emergency services, such as police, fire, and ambulance.
2. Be in contact with International SOS regarding any medical questions or concerns that arise.
3. Respond to International SOS and/or Temple in the event of an emergency.

Questions

Should you have any questions while preparing to travel on Temple sanctioned international travel, feel free to be in contact with Risk Management at international.travel@temple.edu or at the contact information below.

Contact

Jacleen Mowery
Director, International Risk
Management
Risk Management and Treasury
(F) 215.204.4426
Jmowery@temple.edu

Lisa Zimmaro, Esq.
Assistant Vice President
Risk Management and Treasury
(P) 215.204.8523
(F) 215.204.4426
lisa.zimmaro@temple.edu