MUST COMPLETE 1-2 MONTHS PRIOR TO DEPARTURE

The Center for Global Health Equity at Dartmouth

PREDEPARTURE CHECKLIST

TASK	DATE COMPLETE
1. Verify whether your destination requires a Travel Exception (graduate student) and, if so, submit the request no less than 30 days before departure. **Funds cannot be released until your travel exception is approved.**	
2. If you're a Dartmouth international student, contact the Office of Visa and Immigration Services (OVIS) to confirm your travel documents are adequate and up to date for travel outside of and return to the US.	
3. You can obtain a visa and other travel documents on your own or work through Dartmouth's partner Travisa Passport and Visa Service.	
4. Schedule a Travel Clinic appointment at least 2-3 months before you depart with Dick's House - the only site covered through DSGHP*. Travel Clinic services are also available at DHMC. • Dick's House Travel Clinic Services: ○ Pre-travel consultations ○ Travel immunizations ○ Completion of study abroad and other travel-related forms, if required ○ Post-travel evaluation for symptoms or concerns	
5. Use the following link to read and complete pre-departure e-forms in Dartmouth Via-TRM (dartmouth.via-trm.com/program_brochure/22287). The following are included: • CGHE Acknowledgement forms • Global Dartmouth - Acknowledgement, Release and Indemnification Agreement • Global Dartmouth - Emergency Contact Information • Global Dartmouth - Emergency Support, Personal Safety, Health and Wellness • Global Dartmouth - Travel Exception Acknowledgment • Global Dartmouth – Photo Release • Training modules Certificate of Completion upload link	
6. Register your travel in the Global Dartmouth Travel Registry. Include travel and housing information.	
7. Register a new profile with Dartmouth International SOS (ISOS) Medical and Travel Security Assistance program, even if you created a prior profile. Read and familiarize yourself with the Dartmouth Travel Assistance Program (TAP) and the benefits provided. • Dartmouth's ISOS Member Number is Member Number: **11BSGC000018** • Download the ISOS App • Summary of ISOS and Everest travel insurance benefits • Dartmouth Travel Assistance Program (TAP) FAQs	
8. Complete all Child Family Health International (CFHI) pre-departure training modules and upload Certificate of Completion in Dartmouth Via-TRM. **Login information for the modules will come separately from a CFHI email.**	
9. Review the Dartmouth Travelers Checklist. a. Review Dartmouth's IT Security Guidelines While Traveling Internationally b. Enroll in U.S. State Department's Smart Traveler Enrollment Program (STEP) or register with the nearest embassy or consulate of your home country at your destination.	
10. Schedule a pre-departure meeting with the CGHE Program manager (Tecla Coleman) after all pre-departure checklist requirements are complete.	

SAFETY, SECURITY, & WELLNESS RESOURCES

- U.S. State Department Travel Advisory
- CDC Travel Guidance
- Dartmouth Travel Health
- Dartmouth Pre-travel Videos and Travel Risk Recommendations
- Dartmouth Guarini Institute for International Education – Safety Abroad
- Dartmouth Guarini Institute for International Education – Student Handbook *(Health & Safety While Away)*
- World Health Organization – Travel Advice

*Be sure to check with your insurance carrier to determine if you will have coverage while overseas. For those with DSGHP coverage, call 603-646-9438 or 603-646-9449, or email Dartmouth.Student.Health.Plan@Dartmouth.edu to check your enrollment or coverage options.