

**North Carolina Central University
International Travel Checklist
Faculty, Staff, Students**

Prior to planning any University-sponsored international travel, NCCU faculty, staff and students must thoroughly read and initial the following policies. For credit-bearing study abroad programs and noncredit-bearing cultural enrichment abroad programs, please contact the Office of International Affairs for the appropriate guidelines and forms.

- Travel is prohibited to countries under a U.S. Dept. of State (DOS) Travel Warning and University funds may not be used for such travel. Travel in transit through an airport in a country under a Travel Warning is also prohibited. To view the list of countries with Travel Warnings, visit the DOS website at <http://travel.state.gov/>. Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going.
- Travelers must possess a valid passport. Many foreign immigration officials require passports to be valid six months beyond the end of travel. Passport application and renewal information is available on the DOS website at <http://travel.state.gov/>.
- Travelers are responsible for obtaining any required entry visas. Foreign embassy/consulate information can be found through the DOS at <http://www.state.gov/s/cpr/r/sldpl/32122.htm>.
- Travelers are responsible for obtaining any immunizations/medications required for the country to which they plan to travel. Travelers' health information can be found on the CDC website at <http://www.cdc.gov/>.
- Travelers are required to obtain HTH insurance coverage for international travel. Contact Business & Auxiliary Services.
- If traveling by a foreign airline, travelers should verify that the foreign airline's aviation standards comply with FAA standards for international air travel. Country specific information is available on the DOS website at <http://travel.state.gov>.
- Travelers are advised to register their travel plans with the DOS at <https://travelregistration.state.gov/ibrs/ui/>.
- Travelers are advised to purchase trip/flight insurance. Authorized University officials may cancel/postpone any trip deemed unsafe. The University will not be responsible for the financial penalties resulting from trip cancellation.

Traveler's Contact Information

Traveler's address abroad:

Traveler's phone abroad: _____

Email: _____

Dates of travel: _____

Traveler's emergency contact at NCCU:

Department: _____

Phone: _____

Email: _____

Traveler's Acknowledgement:

I have read the above-mentioned policies and procedures regarding international travel and I agree to comply with said policies and procedures. Furthermore, I agree to release, waive liability, hold harmless, discharge, and indemnify North Carolina Central University, the UNC Board of Governors, University officials, employees, agents, and volunteers from any liability, claim, demand, costs, or expenses that may be asserted arising from or by reason of personal injury; illness; property damage; any cause or occurrence beyond the control of the University or its agents, including natural disasters, wars, civil disturbances, terrorist acts; or other consequences or events arising from my travel abroad. This release also binds my parents, siblings, heirs, executors, successors, and assignees.

Traveler's Name (Please Print)

Signature

Date

Verification:

Office of International Affairs (Please Print)

Signature

Date

Office of the Provost (Please Print)

Signature

Date