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. Then this document, with the appropriate signatures obtained in sequential order, must be submitted to the NCCU Travel Office along with the Request for Travel and Travel Authorization form and supporting documentation. For credit-bearing study abroad programs and non credit-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/rlsldpl/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 per UNC System mandate. 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: _____

Verification:

I verify that 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

Approval/Authorization:

Department Chair or Director (Please Print)	Signature	Date
Dean or VC for Res. & Econ. Dev. (Please Print)	Signature	Date
Director, Office of Int'l Affairs (Please Print)	Signature	Date
Assistant VC for University Programs (Please Print)	Signature	Date

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