

Check List for Field Researchers in a Foreign Country

Name

Foreign Country/Countries to be visited

- _____ Provided PIN with Travel Personal Information Form [includes name of major professor, leave date, expected return date, foreign country, purpose of trip, address and phone number in foreign country, emergency contact in the U.S., contact in foreign country (i.e., email, phone, fax, address)]
- _____ Verification of required immunizations [make an appointment with Cowell Student Health Center (2-2349)/family doctor and find out what immunizations are required; provide PIN with a copy of this and also a copy of the immunization record]
- _____ Health insurance coverage verification, if not a UCD employee (provide a copy of evidence of medical insurance coverage)
- _____ Emergency Medical Evacuation/Foreign Travel Accident & Illness Insurance (provide a copy of coverage)
- _____ Worker's Compensation (If you are working on a project other than your own research and are being paid by UCD a per diem or through UCD payroll, worker comp coverage is provided) If you are not a resident of California, provide the name of the state or country where you are a resident) _____
- _____ Reviewed travel warnings posted by the State Department with major professor.
Web site: http://travel.state.gov/travel_warnings.html
- _____ Driver's license (Is an international driver's license required?)

Signature

Date

Other Items:

- _____ Upon arrival, register with the U.S. Embassy
- _____ Investigate liability in case of an accident of study personnel (researcher's personal liability as well as UCD's)
- _____ Check on country's custom restrictions
- _____ Is a visa required to enter the country? (If required, find out how it can be renewed while still in the country; if not required, what is the maximum allowable stay)
- _____ Is your passport valid within 6 months after returning to U.S.?
- _____ Make arrangements for someone to forward your mail.
- _____ Take passwords for online registration
- _____ Take a copy of passport, visa and credit cards with you, also give a copy of these items to someone in the U.S.
- _____ Make arrangements with your bank to be able to withdraw money
- _____ Develop a plan in case of illness or accident (i.e., recommendations of good doctors and hospitals); share this with someone who can carry it out in case you can't
- _____ Take a couple of medical claim forms