

International Pre-travel Checklist

Name:

Destination:

Date:

Dates of Travel:

Items	Online Resource	Assessed:			
		Yes	No	N/A	Comments
2-3 Months Before Travel					
Get a passport ; check that your passport will be valid for 6 months after you return	Passport and Visas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine Visa requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(if needed) Apply for Visa		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Learn about your destination	Individuals (Travelers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule a consultation at a Travel Health clinic or your physician; get <u>necessary immunizations</u> and discuss medications	Personal Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Weeks Before Travel					
Review current status at destination	Individuals (Travelers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Register your travel (when applicable)	CU Travel Services				
STEP (U.S. Department of State) All		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Columbia ISOS If Eligible		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OnCall If Eligible Students		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frontier MedEx If Eligible Faculty/Staff		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain a supply of your medications to last the duration of your trip	Personal Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make sure you understand your health insurance coverage; purchase additional coverage if necessary Obtain (and take) your health insurance card	Personal Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Learn about clothing and style in your destination so you know what to pack	Individuals (Travelers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check that your credit/debit card will work in your destination - contact your credit card company to ask	Financial Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 Week Before Travel					
Print Emergency Assistance Card (applicable)	CU Travel Services				
Columbia ISOS All		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OnCall If Eligible Students		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frontier MedEx If Eligible Faculty/Staff		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fill out your Traveler Preparedness Plan then leave a copy with a friend or family, or scan & email it to yourself and others	Personal Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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1 Week Before Travel (continued)

Take the list of important phone numbers	Personal Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notify your bank and credit card companies where and when you'll be traveling	Financial Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exchange enough cash to last the first few days in your destination or plan to withdraw cash at an ATM or currency exchange kiosk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean out your wallet; take only necessary cards and ID		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Look into cell phones or calling cards	IT and Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Download the Columbia VPN client to access online resources		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make sure your laptop, smartphone, etc. are secure and ready	IT and Travel				
Prepare your computer for secure internet connections and use		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remove unnecessary confidential data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain a reliable physical lock for your laptop (airports are a prime location for laptop theft)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make photocopies of important documents:	Personal Preparations				
Passport identification page and visa		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driver's license		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance cards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Credit cards (front and back)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flight and other travel itineraries		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Immunizations and prescriptions; other important medical history (e.g., surgeries, severe allergies)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Practice being aware of your surroundings (aka 'situational awareness')	Aware of Surroundings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	