



INTERNATIONAL TRAVEL

Basic Safety and Security Checklist

Along with following these minimum guidelines, travelers should educate themselves about their destination to avoid known hazards.

VIRT - Vanderbilt Incident Response for Travel

A 24/7/365 resource that connects all VU travelers with appropriate healthcare abroad, provides guidance in using Vanderbilt-issued insurance, and coordinates medical emergencies or evacuations from abroad.

Contact VIRT 24/7: **+ 1 615-322-2745**

Tell the VU Public Safety dispatcher that you want to report an issue to VIRT.

For non-emergencies, email **VIRT@vanderbilt.edu**

Step 1

- Register with the U.S. Department of State's STEP Program (U.S. citizens only)
<https://step.state.gov/step/>

SARAC - Study Away Risk Assessment Committee

Step 2

- Are you traveling to a country with a U.S. State Department Travel Advisory Level 3 or 4? Find out here:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- If yes, submit a SARAC request for approval
<https://www.vanderbilt.edu/global/sarac/>

This request must be filed no later than **30 days prior to your trip**.
If you have already received your SARAC approval, please disregard this step.

ANVIL - International Security Provider

Step 3

- Register your itinerary.
If your travel was booked with World Travel/Concur, you will be automatically registered. If not, contact the Global Safety and Security Manager for assistance.

<https://vanderbilt.edu/global/travel-registration/#how>

Please see the next page for more steps.

GeoBlue - International Medical Insurance

Step 4

- Ensure you have coverage from Vanderbilt's international health insurance, GeoBlue:
<https://members.geobluestudents.com/Public/Enroll>
Use VU group code: **KXP-37915**
 - Read the CDC's list of recommendations and requirements for the destination country:
<http://wwwnc.cdc.gov/travel/destinations/list>
 - Visit a health care provider for a Travel Consultation and receive all recommended vaccines prior to travel:
<https://www.vanderbilt.edu/global/health-safety/#consultation>
- *Students-Vanderbilt Student Health Center*
→ *Faculty/Staff-Vanderbilt Occupational Health Clinic*

Visas

Step 5

- Ensure you have the required visas for traveling to the destination country. This provider can help you if you need it:
<http://cibtvisas.com/?login=vanderbilt>

Release of Liability

Step 6

- Read and sign the Release of Liability Form and turn it in to your trip organizer or departmental administrative office:
[https://www.vanderbilt.edu/global/travel registration/#how](https://www.vanderbilt.edu/global/travel%20registration/#how)

Questions? Want more information? Visit
<https://www.vanderbilt.edu/global/global-safety/>



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