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

**Questions? Want more information? Visit**

https://www.vanderbilt.edu/global/global-safety/

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