Administrative Checklist for Faculty/Staff Organizing Undergraduate Non-credit Trips Abroad

☐ Contact the Office of Global Safety and Security (OGSS) during planning stages of your trip to inform them of your tentative travel plans.

☐ Determine if your group is considering travel to a country under a U.S. Department of State (DOS) Travel Warning. If so, you will need to comply with the Undergraduate International Travel Policy and submit a travel permission request to the International Risk Assessment Committee. As soon as possible, contact OGSS to discuss your proposal.

☐ Regardless of the destination or duration of a university-sponsored trip abroad, Northwestern employees who accompany students abroad accept a leadership role in understanding and mitigating risk. OGSS offers regular “Trip Leader Training” sessions for faculty and staff to help them identify and manage foreseeable risks as well as be prepared to respond to emergencies. Contact OGSS for a list of upcoming training dates.

☐ All students are required to enroll in GeoBlue for Students for the duration of the trip. The cost is approximately $10 per week. Choose one of these two enrollment methods (contact OGSS to discuss):
  - The trip organizer can complete a GeoBlue roster with personal information on each student and enroll them using the GeoBlue website. In this scenario, the department or administrative unit pays for the insurance. Students must be enrolled in GeoBlue before they can complete their pre-departure requirements (see next step). If you decide to purchase insurance for your students, please let them know so they don’t purchase a duplicate policy.
  - Students can purchase their own insurance with a credit card using the Northwestern Student portal. The Canvas course described below will walk them through the process.

☐ Northwestern employees are covered for the duration of the trip under the GeoBlue business traveler policy. Read about the plan limitations and complete the one-time registration to access information on doctors, clinics and hospitals in the trip destination.

☐ Approximately 6-8 weeks before departure, email the names and net ID#s (such as bcj601) of all your student travelers to the OGSS for enrollment in our Canvas course entitled Before You Travel: Health & Safety Requirements. This comprehensive Canvas course provides students with information and links for completing Northwestern’s health and safety pre-departure requirements. All student travelers must complete these requirements at least two weeks before departure, and you will be asked to follow up with your travelers as needed. OGSS will verify that each student has completed all of the requirements and send an email confirmation to the student when complete. The student should send this confirmation to you before any funding is released.

☐ At least one week before your departure, submit an itinerary, including flight information and the address and phone number of all accommodations to OGSS and your sponsoring unit or department. If required, OGSS will comply with Clery Act (a federal law) Student Trip Reporting Directions and complete a Student Trip Report Form on your behalf.

☐ Develop a communication plan with your travelers in case of an emergency. Contact OGSS for tips depending on your program’s destination and activities.

☐ Confirm your safe arrival with your department or administrative unit and encourage participants to check-in with their families. Follow the incident notification guidelines for reporting an incident during the trip.