



HARVARD

Global Support Services

International Programs and Activities Planning Checklist

Planning on attending a conference, teaching, or conducting research overseas? Whether this is your first international activity or your fiftieth trip abroad, this checklist and the associated links can inform your planning. Global Support Services and other University departments are available to help you work through any unique challenges while meeting your project or program goals. For more information on any of these topics, visit globalsupport.harvard.edu or email us at globalsupport@harvard.edu.

Pre-Travel Steps

- ✓ Determine if you need a visa or should renew your passport.
- ✓ Research the safety and security of your destination, and request a pre-departure consultation, if needed.
- ✓ Register your trip in the Harvard Travel Registry.
- ✓ Save the Harvard Travel Assist number and email in your phone and wallet: **+1-617-998-0000**, travelassist@harvard.edu. Harvard Travel Assist provides access to 24/7 emergency medical, security, and evacuation support. Check with your health insurance provider about your international coverage.
- ✓ Learn how to protect the data on your laptop, tablet, or phone by updating software, using a Virtual Private Network (VPN), encrypting your devices, and enabling two-step verification.

More information: globalsupport.harvard.edu/travel-tools

Additional Steps for Projects & Programs

- ✓ Determine if you need University or School approval for your project, or other special permits.
- ✓ Budget for the unique costs associated with international projects, including currency fluctuations, taxes, and the unexpected.
- ✓ Review travel policies and pre-departure requirements if your program or activity involves Harvard students.
- ✓ Check with your School or unit's export control council member if you will be exporting or importing items such as equipment, chemicals, biological specimens, or large sums of cash.
- ✓ Review the appropriate employment and payment options if you need to hire individuals, such as a driver, translator, or research assistant.
- ✓ Learn about approval processes if you plan to sign contracts, rent office space, or open a bank account.

More information: globalsupport.harvard.edu/manage-projects