



IN AN EMERGENCY

1. Call the local equivalent of "911," if appropriate.
2. Call Harvard Travel Assist: +1 617-998-0000.

Harvard Travel Assist offers 24/7 worldwide medical referrals, medical and security assistance, lost passport help, and evacuation services. Harvard Travel Assist will also alert Harvard Global Support Services, and we can provide additional help.



BEFORE YOU GO

- **Research your destination**
 - Research country-specific environmental, financial, health, legal, medical, political, safety, and telecommunications information.
 - Prepare for cultural differences. For example, think about how you dress and behave.
 - Resources include Harvard Travel Assist, the Centers for Disease Control and Prevention, and the U.S. Department of State.
- **Register your trip**
 - Enter your lodging, transportation, and emergency contact information in the Harvard Travel Registry.
 - Register with the embassy of your country of citizenship.
- **Complete pre-departure requirements**
 - Review the Undergraduate and Graduate Student Travel Policies.
 - Check the Travel Risk Ratings.
 - Complete a Travel Waiver.
 - Review the expectations for conduct in your School's student handbook, which apply to you whether you're on or off campus.
 - If conducting research on human subjects, contact your School's Institutional Review Board.
 - Obtain a passport and required visas well in advance; the process may take up to 10 weeks.
International students: consult with the Harvard International Office.
- **Complete health check-ups**
 - Talk with your health insurance provider about coverage abroad. Understand if you will need to pay out of pocket at the time of service and file reimbursements when you return.
 - Schedule a pre-travel health consultation at least 1 month before your trip to obtain necessary vaccinations and medications.
 - Obtain health clearance, if required by your program.
- **Develop transportation, lodging, and communication plans**
 - Consider purchasing a flexible airline ticket.
 - Investigate your neighborhood.
 - Plan your daily route to and from your lodging and place of study, research, or work.
 - Write down emergency numbers and store them in your phone and email:
 - Local equivalent of "911," if appropriate
 - Harvard Travel Assist: +1 617-998-0000
 - Your country's embassy at your destination
 - Trip leader and/or in-country contact
 - Home country contact
 - Arrange a regular call schedule with someone at home; if you miss a call, that person can alert Harvard.
- **Make a financial plan**
 - Budget your trip, and factor in exchange rates.
 - Notify your bank and credit card companies, and determine whether your debit and credit cards will work at your destination.
 - Identify "partner banks" that may have lower fees.

WEB RESOURCES

- traveltools.harvard.edu: Global Support Services' Travel Tools, includes **risk ratings, travel forms, policies,** and **visa services**
- travelregistry.harvard.edu: Harvard Travel Registry
- travelassist.harvard.edu: Harvard Travel Assist, includes **eligibility criteria** and access to **country profiles** and **travel alerts**
- hio.harvard.edu: Harvard International Office
- osapr.harvard.edu: Harvard's confidential **Office of Sexual Assault Prevention & Response**; 24-hour hotline: +1 617-495-9100
- diversity.harvard.edu/title-ix-coordinators-school: **Title IX Coordinators' contact information**
- travel.state.gov: **U.S. Department of State**, includes **passport services, 911 lists,** and **travel alerts**
- cdc.gov/travel: **Centers for Disease Control and Prevention**, includes **health risks** and **vaccine information**
- step.state.gov: **Embassy registration for U.S. citizens**
- <http://embassy.goabroad.com>: **Embassy** and **consulate locator**
- google.com/earth and maps.google.com: **Area, lodging,** and **transportation information**
- oanda.com/currency/converter: **Exchange rates**

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WHILE IN COUNTRY

- **Airport arrival**
 - Remain vigilant to avoid being a target, and stay in physical contact with your luggage.
 - Test your cell phone in a secure area.
- **Transportation and motor vehicles**
 - Plan your routes, safe transport, and back-up routes ahead of each excursion.
 - Rely on public transportation, if appropriate, and use only licensed taxis ordered from a trusted source.
 - *Undergraduate students:* Renting or driving any motor vehicles (cars, motorcycles, mopeds, and boats) is prohibited.
- **Lodging**
 - Review locks, windows, smoke detectors, and emergency exits.
- **Updating the Harvard Travel Registry**
 - Include any changes to your lodging and contact information, especially if you purchase a new phone or SIM card.
 - Add any day trips, overnight stays, or weekend trips.
- **Communication**
 - In addition to updating the Travel Registry, share your plans with a Harvard contact, in-country contact, friend, or family member.
 - Avoid posting your travel plans on social media.
- **Disorientation and stress**
 - Feeling some disorientation and stress is normal.
 - Establish routines, and make time for exercise and relaxation.
 - Look out for each other, and contact a trip leader or Harvard Travel Assist if you are worried.
- **Behavior**
 - Maintain “situational awareness” and practice visualization techniques, asking “What if?” to prepare for what might go wrong.
 - Use the buddy system, and do not travel alone, especially at night.
 - What is risky at home is riskier in an unfamiliar place.
 - Certain behaviors that are culturally acceptable in the US may be seen as sexual advances in other cultures.
 - Report sexual harassment to your program leader, your School’s Title IX Coordinator, and/or Harvard’s confidential Office of Sexual Assault Prevention & Response (OSAPR); you may also call Harvard Travel Assist.
- **Injury or illness**
 - Call your local emergency number, if appropriate.
 - Contact Harvard Travel Assist for medical referrals.
 - Report any illness or injury requiring a doctor to Harvard Travel Assist, even after the fact.
- **Mugging**
 - Be cautious about ATMs and cash.
 - Avoid eye contact with an attacker.
 - Comply with an attacker’s demands, unless they are trying to take **you** away.
 - Report any robbery or assault to Harvard Travel Assist.
- **If you are sexually assaulted**
 - Find a safe place, then call Harvard Travel Assist for discreet medical attention and other help.
 - You can also obtain advice and counseling from OSAPR (confidential) and your School’s Title IX Coordinator.
- **Crowds and demonstrations**
 - Avoid all protests; even observations may be perceived as subversive activity.
 - Do not take pictures; photographing protests may put you in jail.
- **If you are arrested**
 - First, call your country’s embassy. If you cannot call, ask someone to call for you.
 - Ask the embassy to call Harvard Travel Assist.

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RETURNING HOME

- **Prepare to leave**
 - Take the time to say goodbye and collect contacts.
 - Review travel documentation and departure fees.
 - Put your finances in order, and collect documentation for any reimbursements you may be seeking.
 - Consider transmitting photos and research information electronically to avoid airport searches.
 - If you’re conducting research and plan to bring biological specimens to the US, you may need to obtain preauthorization.
 - Have a ground transportation plan for getting to and from the airport.
- **Bring your experiences back to Harvard**
 - Reverse culture shock is normal; find ways to share your experiences with other travelers.
 - Explore opportunities with Harvard’s international research centers, student groups, and the Office of International Education.

**QUESTIONS**

Contact your program director or Global Support Services, +1 617-495-1111 and globablsupport@harvard.edu.