



IN AN EMERGENCY

1. Call the local equivalent of "911," if appropriate.
 2. Call International SOS: +1-617-998-0000 or connect through the Assistance App.
- International SOS offers 24/7 worldwide medical referrals, medical and security assistance, lost passport help, and evacuation services. International SOS will also alert Harvard Global Support Services, and we can provide additional help.

1

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 International SOS, 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 International SOS MyTrips platform.
 - Register with the embassy of your country of citizenship.
- **Check visa and passport requirements**
 - Each country's requirements vary based on your citizenship, reason for travel, length of stay, and number of entries.
- **Complete pre-departure requirements**
 - Review the Student Travel Policies.
 - Check the Harvard GSS 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**
 - 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
 - International SOS: +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.

WEB RESOURCES

- globalsupport.harvard.edu: Harvard Global Support Services risk ratings, forms, policies, **outbound visa services**, and **International SOS eligibility**, **country guides**, **travel registration**, and **Assistance App**
- 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
- titleix.harvard.edu/coordinators: **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**

2

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 International SOS MyTrips**
 - 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 MyTrips, 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 International SOS 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 U.S. 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 International SOS.
- **Injury or illness**
 - Call your local emergency number, if appropriate.
 - Contact International SOS for medical referrals.
 - Report any illness or injury requiring a doctor to International SOS, 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 International SOS 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 International SOS.

3

RETURNING HOME

- **Prepare to leave**
 - 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 U.S., 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 Harvard Global Support Services, +1-617-495-1111 and globalsupport@harvard.edu.