

# DREW

## **Drew University International Travel Oversight Committee Standard Protocols for International Travel**

To ensure that a consistent set of travel standards is followed by all units of the University, it is Drew's policy that all programs involving University sponsored international travel adhere to the following health, safety and security protocols.

### ***All program directors or sponsoring offices must:***

- Require that all program participants complete and submit the following:
  - A signed Waiver of Liability
  - A completed International Travel Health Form
  - A signed Standing Health Order
  - A copy of a valid passport
  
- Provide to participants the latest "Country Specific Information" bulletin for the program location issued by the U.S. Department of State;
  
- Provide to participants the EIIA Insurance ID Card and Description of Coverage;
  
- Provide to participants the Guidelines for Safe Travel;
  
- Instruct all participants to complete and carry the Emergency Contact Card;
  
- File copy of program itinerary, participant list and emergency contact information with appropriate sponsoring department/office and the Office of Public Safety;
  
- Meet all requirements for Clery Act compliance;
  
- Register all participants with U.S. State Department STEP Program for the duration of the program;
  
- Ensure the program has a First Aid Kit (available for purchase through Drew Health Services).