University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY RISK MANAGEMENT

International Traveler Letter

Dear University of Colorado Employee, Faculty and Staff (the following information does not apply to non-employees or students):

You are receiving notification because you are a University of Colorado employee traveling to an international destination.

Faculty members accompanying students abroad should contact your campus study abroad office for your specific requirements and insurance pertaining to student international travel.

Please review this entire document for critical information regarding traveling internationally. Please review your campus specific emergency planning contacts. Please take these contacts with you for easy reference in the event of an emergency.

1. University Travel Approval

Obtain approval for international travel from your department head (APS 4024-Travel Authorization).

2. International Medical and Evacuation Insurance

CU provides employees (faculty/staff/residents/fellows, not students—unless employed by the university and traveling as part of their employment) with international medical and evacuation insurance that covers medical emergencies, security emergencies, or natural disasters through GeoBlue (HTH Worldwide Services).

- You can find more information about the policy at www.geo-blue.com using the university Group Access Code: **QHG99999UCBT**. It is important that you have this emergency contact information, ID card and understand the coverages and exclusions of this policy. This coverage does not apply to flight or other travel interruptions, cancellations, or delays.
- This policy covers international travel meeting the following criteria:
    - CU faculty/staff traveling outside of the U.S. or its territories
    - CU faculty/staff traveling less than 180 consecutive days
    - CU faculty/staff up to age 85
- Please note that any travel to **Afghanistan, Burkina Faso, Central Africa Republic, China, Cuba, Democratic Republic of Congo, Iran, Iraq, Libya, Mali, Nigeria, North Korea, Pakistan, Russia, South Sudan, Sudan, Syria, Ukraine, Venezuela or Yemen** requires campus approval. For travel to any of these countries please contact your campus international contact with the countries to be visited, the dates to and from, and the purpose and activity during the travel.

3. Country Requirements

Entry and Exit Requirements: Make sure you know the entry and exit requirements for each destination country. Most countries require that your passport remains valid for at least six more months after your travel and want a certain number of blank pages left in your passport. Consult the destination country embassy or start with the Department of State for information.

To obtain an entry visa you may wish to consider using a third party to process your travel documents. The University of Colorado has a relationship with CIBT (CIBT.com/CU for visa and passport processing, their services are available at a CU discounted rate.

Register your travel with the U.S. State Department: university travelers who are U.S. citizens must register their international travel through the U.S. State Department STEP program. This information enables the State Department to assist you in case of an emergency.

University travelers who are not U.S. citizens are encouraged to register with the equivalent department for their home country.

4. Country Specific Travel Information

Warning or Health Warning Destinations: Check the following sites and contact your campus international office if you plan to travel to destinations with a U.S. State Department travel warning or countries with a Center for Disease Control and Prevention health travel warning.

U.S. Department of State Travel Warnings

Center for Disease Control and Prevention

Travel, Security Advice: Log in to our International SOS hosted website for country specific advice. Country information and alerts are automatically emailed to you when you book through Christopherson Travel. Please provide Christopherson with your travel email address to ensure you receive alerts.

Website: www.internationalsos.com

Membership Number/Password: 11BCAS000006

5. Travel with Others

The University of Colorado assumes no obligation for the safety of individuals who are not traveling on official university business including independent contractors, family members, and other non-university travelers.

Family members/traveling companions who are not university employees should be approved by your department in order to accompany you and sign the non-employee Travel Agreement **(**to be kept by your department)**.** The family members accompanying you should purchase international medical and evacuation insurance available through the GeoBlue website www.geo-blue.com member hub.

Students, faculty or staff members sending or accompanying students must register the travel with their campus study abroad office. This office can advise them of specific requirements and insurance pertaining to student international travel including access to international travel medical insurance.

6. Health and Safety Information

The Center for Disease Control publishes on its website a Survival Guide to Safe and Healthy Travel that provides valuable information to international travelers.

Pre-departure Travel Health Clinics: Traveling internationally may pose health risks. We recommend that you consult a professional travel health clinic or a healthcare provider familiar with travel, especially if you are traveling to remote destinations. Clinic staff can provide detailed information on health conditions, advise about pre-existing conditions that may require management while you are abroad, and provide access to prophylactic medications and vaccines. Note that travel to any foreign nation with prescription medications may require documentation. Information on these specific country issues can also be gained by contacting International SOS.

7. Compliance and Legal Issues

University travelers should be aware of important regulatory compliance requirements involving the following. Please contact your campus offices for Regulatory Compliance, COMIRB, Institutional Animal Care and Use Committee, and Technology Transfer Office for advice on these issues.

- Export Controls (data, substances, software, technology)
- Sanctioned Nations or Sanctioned Individuals (regulations pertaining to communications and information sharing)
- Compliance issues pertaining to Animal Research and Human Subjects Research
- Research collaboration abroad involving confidentiality agreements, liability, or forward looking collaborative agreements.

8. International Travel Emergency Contact List

http://www.cu.edu/risk/international-travel-emergency-contact-list

Employee International Medical and Evacuation Insurance Card

PLEASE CUT ALONG DOTTED LINE AND FOLD IN CENTER

