College Affiliated Group Travel Guidelines

Group leader meets with Haverford sponsor/funding office at least 6 months prior to departure
- Group leader meets with Dean Mancini at least 6 months prior to departure
- E-mail list of participating students to Dean Mancini

International Students
- F-1 Students, non-US citizens, and permanent residents must see Denise Allison, Director of International Student Services, to ensure paperwork is in order

Letter to Parents
- Parents must be informed of trip at the beginning of the process
- Both parents needs to hold a valid passport in case of an emergency

Passports
- Passport must be valid six months after expected date of return
- Leader should carry copies with him or her while traveling
- A complete set should be left with Haverford sponsoring department or organization

Visas
- Leader should check if visa is required

Verify Medical Records
- Leader meets with Catherine Sharbaugh-Health Services
- What vaccinations (if any) are required for travel?
- List of student names to Health Services
- Confirm medical records are up to date

Insurance
- Proof of personal medical insurance must be submitted to group leader
- Leader makes copies to take abroad and leaves one copy with Haverford sponsor
- Two Sources of Optional Supplemental Medical Insurance
  1. International Student ID Card (ISIC)
  2. iNext Card

Obtain the ACE Travel Assistance Card (provided by the College for emergency medical, evacuation, and travel assistance)
- Athletic trip information will be coordinated through Director of Athletics
- Leader meets with Joanne Gullifer in Human Resources to obtain ACE card
- Leader meets with Director of Human Resources to obtain Rider (if necessary)
- To obtain Insurance Rider for trip, leader must submit entire itinerary in advance in order to calculate cost
- Final list of student names sent to ACE by Dean Mancini
- Leader must register with ACE Travel http://www.acetravelassistance.com

Register with the State Department Smart Traveler Enrollment Program (STEP) (2 weeks prior to trip)
https://step.state.gov/step/
Complete HC Emergency Contact Travel Registration Form

- Submit form to sponsoring department
- Provide contact list of participants and leaders and their emergency contacts (phone and e-mail)
- Full itinerary
- Complete Emergency Action Protocol Plan
- Copies to: Donna Mancini, Dean of Global Affairs; Tom King, Head of Security; Martha Denney, Dean of the College

Cell Phones: All participants (students, faculty, staff) must have working cell phones

- International Access
- Test phones upon arrival (text and phone call)
- Leaders’ phone numbers must be shared with all participants

Waivers

- Students must sign the Student Assumption of Risk, Waiver of Liability, Release, and Indemnification Agreement available online- once signed, the waiver form will be forwarded electronically to leader (drop down menu- Chloe Tucker for CPGC, Marielle Eaton for KINSC, Donna Mancini Dean of Global Affairs, Provost’s Office, other)
- **Students who do not complete waiver may not go on trip**
- Parents must also sign waiver if group is traveling to a country with a State Department Travel Warning or if the student is under 18 years of age

Laminated Location Card

- Name, address, and phone number of hotel in each city written in English on one side and in the language of the host country on the other side
- Cell phone number of leader of group
- Number to dial in case of emergency (911 equivalent)

Money

- ATM card (recommended), credit cards (Visa/MasterCard) with PIN
- Students should inform bank and credit card companies of travel dates and destination countries

Resources


What’s Up with Culture [http://www2.pacific.edu/sis/culture/](http://www2.pacific.edu/sis/culture/)

Students Abroad (State Dept site) [https://travel.state.gov/content/studentsabroad/en.html](https://travel.state.gov/content/studentsabroad/en.html)

US Passports [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html)


Student Blogger