

All UTHealth students are required to register their trip details with **International SOS (ISOS)** prior to traveling, even if no institutional funds are expended. This includes any students or student organizations that are using personal or organizational funds. **International SOS** is a comprehensive, 24-hour medical and emergency response organization whose services are available at no cost while traveling on official university business or at a discounted rate for traveling companions or faculty, staff or and students traveling abroad for leisure. The information provided by the student ensures that the University, departments and the insurance agencies have adequate information should an emergency arise while out of the country.

The types of activities and events covered include:

- trips organized and/or sponsored by The University of Texas Health Science Center at Houston that are part of or contribute to an academic course or degree program including internships, practicum, and research;
- academic-related international service learning, internships, practicum, research, and volunteer opportunities organized and/or sponsored by the University of Texas Health Science Center at Houston;
- travel by members of a registered student organization regardless of whether or not the organization requires its student members to attend the activity or event;
- other trips organized and/or sponsored by The University of Texas Health Science Center at Houston including the activities of sponsored student organizations;
- travel to meetings of academic-related, professional associations including conferences;
- travel under the auspices (support or recognition) of the UTHealth name.

Steps to Complete for Traveling Internationally and/or Obtain Authorization

(1) **REQUIRED** if funded and/or to be reimbursed by UTHealth; even if No Cost to the university and using personal funds. Purchase airfare from Corporate Travel Planners (CTP) 1-866-366-1142

(2) **REQUIRED** Register your trip in International SOS (ISOS), My Trips prior to travel at no cost to the student. Log in to the ISOS website <http://www.internationalsos.com> click on Member Log In at the top of the page then enter the UT System Membership ID: **11BSGC000037**. Click on **My Trips** to register and enter trip details. ****The first time you log into ISOS, click “New User?RegisterHere” to create a user ID and password.**

It is recommended to enter information in the **Emergency Record**. This is an entirely separate platform from **My Trips**, so it requires a separate log in ID and password. If a first time user select “Sign Up” to create a user ID and password.

Additional travel information can be found on the Auxiliary Enterprises, University Travel webpage <https://inside.uthouston.edu/travel/international/sos.htm>.

(3) After registering in ISOS, the student will automatically be enrolled for coverage, at no cost, in the UT Study Abroad Insurance Plan through AHP Academic Health Plans for medical coverage while abroad.

Visit the website for benefit information and to print an ID card

<https://utstudyabroad.myahpcare.com/> to carry while abroad.

**All UT students travelling internationally are automatically enrolled in UT Study Abroad Insurance plan after completing information in MY TRIPS on the International SOS webpage.*

Prior to arranging international travel, the student must first determine if traveling to a country currently listed as a Restricted Region or under the State Department's list of restricted travel. This information can be found at the Office of Global Health Initiatives webpage <https://inside.uthouston.edu/travel-exemption/> and the U.S.

Department of State's list of Travel Warnings

<http://travel.state.gov/content/passports/english/alertswarnings.html>. If the traveler's destination is under a

Travel Warning, the student must submit the required online **Application for Exemption from Travel**

Restrictions. The UTHealth President's Advisory Panel on International Travel will review the application and contact the traveler with an Approval or Denial.

For additional information, contact the Office of Global Health Initiatives at 713-500-3533 or e-mail global.health@uth.tmc.edu.

The following countries are on the **Restricted List** not covered by UT's International SOS policy: **Afghanistan, Iran, Iraq and North Korea**.

Step by Step Guide for Students Traveling Internationally:

1. Determine if a country is in a restricted region or country <https://inside.uthouston.edu/travel-exemption/>. If not restricted, proceed. If restricted or under a travel warning, complete the Application for Exemption from Travel Restrictions to Countries Under a U.S. Department of State Travel Warning <https://inside.uthouston.edu/travel-exemption/uthealth-international-travel-procedures.htm>.
2. Log in to the ISOS website <http://www.internationalsos.com> click on Member Log In at the top of the page then enter the UT System Membership ID: **11BSGC000037**.
 1. From the Home Page, select Print a Card on the right side of the page to carry while traveling.
 2. From the Home Page, click on **My Trips**, if first time user, click “New User?RegisterHere” to create a user ID and password.
 - Select My Profile and complete the information.
 - Select Create a New Trip, name the trip (Example: Germany:March2015) then enter details such as flight information, dates, lodging accommodations, telephone number, transportation, emergency contact name and number. Click the + sign to add additional flights, etc. Save the record.
 - To modify or delete a trip, click on My Profile/Trips and select your trip.
 3. From the Home Page, select **Emergency Record**. If a first time user select “Sign Up” to create a user ID and password.
3. Log into UT Study Abroad Insurance Plan <https://utstudyabroad.myahpcare.com/> to print benefit brochure and insurance card to carry while traveling.