International Travel Guide for Practicum

Students wishing to conduct international projects must follow all UTHealth policies for traveling abroad. Depending on your travel destinations and the length of your trip, required travel approvals can take 3-8 weeks to complete.

The Office of Public Health Practice will help you obtain the necessary approvals for your international travel and project. Please follow all steps below.

Contact the Office of Public Health Practice (practicum@uth.tmc.edu) if you have any questions about this procedure.

STEP 1: Notify the Office of Public Health Practice (practicum@uth.tmc.edu) of your international travel.

Let us know where you will travel for your practicum, anticipated travel dates, and the name of the organization you will be working with.

STEP 2: Read and follow UTHealth’s policies for student international travel.

Student International Travel Requirements
Step-by-Step Guide for Students Traveling Internationally

STEP 3: Check travel advisories for your travel destinations.

Check the U.S. Department of State’s list of Travel Warnings and the Centers for Disease Control and Prevention (CDC)’s Travel Notices for each destination that you are traveling to, including any stopovers/connections for your flight.

If the U.S. Department of State’s website lists a level 3 or higher travel advisory for any of your practicum destinations or connections (layovers/stopovers) to or from your practicum destination, submit an Application for Exemption from Travel Restrictions to the UTHealth Office of Global Health Initiatives. Note: You must be logged into the UTHealth intranet to submit this online travel exemption application request.
Follow the same instructions if travel destinations or connecting flights for your practicum appear on the CDC’s Warning Level 3 list or on this list: Alerts and Warnings as of January 9, 2018.

The Office of Global Health Initiatives and the International Travel Oversight Committee will review your travel exemption request and provide further instructions. Their review usually takes 3 weeks.

If possible, avoid connecting through countries with travel restrictions.

**STEP 4:** **Contact Corporate Travel Planners (CTP) at 866-366-1142 to book your airfare.**

You must use CTP to book your airfare if UTHealth is funding or reimbursing any part of your trip.

**STEP 5:** **Create a detailed travel agenda for each leg of your trip.**

See travel agenda example.

List the start and end dates of your practicum on a separate line.

For personal travel, include the start-end dates and note the purpose as "personal’ or "vacation."

Include separate entries for travel connections/layovers.

**STEP 6:** **Register your trip details with International SOS.**

International SOS (ISOS) is an emergency response organization whose services are available at no cost to students traveling on university business (which includes practicum). Entering your trip details in ISOS will enable the service to locate and contact you in case of an emergency.

2. Enter your trip details for your practicum (university business) travel in the “My Trips” section.
3. Enter a contact phone number that can be used to contact you during your travel.
4. Enter your lodging information for the practicum segment(s) of your travel under the “Add Accommodations” tab.
5. Enter any planned ground transportation for your practicum under the “Add Ground Transportation” tab.
6. Provide at least one emergency contact in the emergency record section. If possible, include at least one emergency contact in the U.S.
7. Print out the ISOS screens showing your name and My Trips.
8. Review the International SOS Insurance for Travelers on University Business webpage.

9. Print out the benefit brochure and ISOS ID card and take these with you when you travel.

10. Be sure to take your current medical insurance card with you when you travel.

STEP 7: **Complete and sign the Student International Travel for Practicum Application.**

STEP 8: **Make sure the dates in your travel documents match.**

Your airline ticket, International SOS, and detailed agenda should all have matching start-end dates for each leg of your travel. Conflicting travel dates on these documents will slow down the approval of your travel request.

STEP 9: **Submit your practicum learning contract.**

Submit your learning contract.

Mark your practicum setting as “international” in the learning contract.

STEP 10: **Email the documents below to the Office of Public Health Practice at practicum@uth.tmc.edu.**

- Student International Travel for Practicum Application
- Travel Agenda
- ISOS printouts showing your name and “My Trips” section
- Flight itinerary showing the departure/arrival time for all departures and destinations, including connecting flights. Note: If you have not yet purchased an airline ticket, you may still send your request with the other travel documents for our review, but please note in your email that you have not yet purchased your airline ticket.
- Confirmation that you have submitted a travel exemption application to the Office of Global Health Initiatives, if applicable. (See Step 2 above).
- Learning Contract

STEP 11: **Sign a Request for Travel Authorization.**

Once we have reviewed your travel documents, we will complete a Request for Travel Authorization form (RTA) on your behalf.

**We will e-mail you the RTA form for your signature**, so please check your UTHealth e-mail account for this form.

Sign the RTA as the traveler and route the signed page back to us.
If UTHealth is funding all or part of your travel, we will forward your travel
documents to the department or program administrator at UTHealth responsible for
the funds (e.g. grant or student award) supporting your travel.

Please check with this administrator to ensure you are following any travel policies
specific to the source of funding for your practicum. In addition, review UTHealth’s
expense reimbursement policies prior to your travel.

**STEP 12:** **Wait for your travel approval.**

We will route the RTA and travel paperwork for approval by the School of Public
Health Dean’s Office.

Travel lasting more than 29 days requires the UTHealth President’s signature on the
RTA.

Once your travel is approved, we will email you a copy of the signed RTA from the
practicum mailbox.

**STEP 13:** **Changes to your travel**

If your travel plans for practicum change, please notify us of these changes by e-
mailing practicum@uth.tmc.edu. You will also need to update your International SOS
records.

Continue to monitor the U.S. Department of State’s list of Travel Warnings and
the Center for Disease Control and Prevention’s (CDC)’s Travel Notices for changes in
advisory levels for your travel. If a destination for your practicum (or a connection
to/from your practicum) changes to a level 3 or higher, you must follow the
instructions in Step 2.

**STEP 13:** **Prepare for your travel**

Obtain the personal documents and immunizations necessary for your international
travel.

You MUST consult with your international advisor in the Office of International Affairs
about your practicum and your travel plans if you are an international student.

For information about entry, exit, and visa requirements for your destinations, refer to
the U.S. Department of State’s travel website. Search by country name using the
"Learn about your destination” search tool.

Visit the Centers for Disease Control and Prevention (CDC) Traveler’s Health website
to search for health and vaccine recommendations for your travel.
International SOS also provides health and safety recommendations for your travel.