

Penn-Affiliated Student Travel Abroad

Pre-departure Checklist

- Register your trip in Penn's [Global Activities Registry](#) (step-by-step instructions below)
- Register with U.S. Department of State [Smart Traveler Enrollment Program](#) (U.S. citizens only)
- Review Penn's [Heightened Risk Regions List](#) and request [approval](#) for high risk travel if needed (undergraduates only)
- Print out an International SOS wallet card and review list of benefits on [Penn-ISOS Portal](#)
- Visit Penn's [International SOS Portal](#) to learn more about destination, travel advisories, precautionary measures and to print your member ID card.
- Visit family physician or Travel Clinic prior to departure to assess any health issues that may impact your travel
- Obtain necessary immunizations and prescription medications
- Keep all medications in their original container, with your name on it, in your carry-on bag
- Send a copy of daily itinerary, hotel information, flight details and local contact number to trusted friend/family member
- Make two copies of passport (including visa pages) – keep one with you and give other to trusted friend/family member
- Contact bank/credit card companies to alert them you are traveling
- Carry cell phone with international coverage in case of emergency
- Clean out wallet, take only necessary items

Instructions to register individual trip in GAR:

***Complete individual trip registration only if you will not be registering as part of a GROUP trip**

- Access the GAR homepage by clicking [here](#)
- Click on “Log in to GAR” (red button on right) and log-in using your PennKey and password
- Click on “Individual Travelers” in the left-hand column and “Create a new trip”
- Step 1: verify/edit your traveler information (click save)
- Scroll down to step 2: click on “new destination” and complete section (click save)
- Scroll down to step 3: click on “add transportation” and **enter your flight details (click save)**

IMPORTANT: Your registration is not complete until you enter your roundtrip flight itinerary. Upon entering a roundtrip flight itinerary, you will receive notification of International SOS membership, which includes travel medical insurance and emergency evacuation assistance. You can return to edit your travel plans at any time by logging-back into GAR.

In the event of an emergency during travel, contact local authorities, International SOS (215-942-8478) or Penn Police (215-573-6122). Save these numbers to your cell phone that you will take with you.

Questions about international travel safety?

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