

PROCEDURES FOR TEMPLE UNIVERSITY STUDENTS TRAVELLING INTERNATIONALLY ON TEMPLE UNIVERSITY ORGANIZED, SANCTIONED OR FUNDED ACTIVITIES

So that Temple University can assist in the event of an emergency or crisis abroad, **all** Temple students travelling outside of the U.S. for activities that are organized, sanctioned and/or funded by Temple University are required to take the following steps before departure.

Please note that official university programs/activities are prohibited in countries that are under United States Department of State travel warnings. A complete listing can be found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

1. Travel Registration

Register your trip in the Temple University Travel Registry (TUTR) at <http://tutr.temple.edu>. Once logged in, choose 'create individual trip'. You will need the following to complete the registration:

- Name, personal and contact information, and passport number
- The name and contact information of your personal emergency contacts
- The name and U.S. contact information of your Program Sponsor, which is your study abroad provider or the Temple University department sponsoring your travel abroad
- The name and overseas contact information for your Program Sponsor or a person overseas Temple University can contact to locate or assist you in the event of an emergency
- Your flight itinerary to and from the U.S.
- The name, address, and contact information of your overseas accommodations

2. Student Forms

Complete the forms listed below and submit a copy of each to Education Abroad and Overseas Campuses at least one month prior to departure.

- Temple University Assumption of Risk and Release Form
- Health Information Form

Note: if you are participating in an academic program and require accommodations for a disability while overseas, please discuss the availability of any necessary accommodations with the Office of Disability Resources and Services.

3. HTH Worldwide Health Insurance

All students traveling internationally on Temple University organized, sanctioned or funded activities are required to purchase HTH Worldwide Health Insurance for the duration of their time outside of the U.S. HTH is a comprehensive program of insurance benefits and services that covers 100% of medically necessary doctor's visits and emergency care overseas, including those dealing with pre-existing conditions.

To enroll in HTH, you will need your TUID number and credit card. Complete the following steps:

1. Navigate to www.HTHstudents.com.
2. Go to the column on the right that says Enroll in your school or organization's group plan.
3. Enter our group access code **HPW-22868** and click submit.
4. Provide the participant enrollment information.
5. The cost is about \$22 for two weeks and it will be automatically calculated when you enter your trip dates.

Please see <https://tutr.temple.edu/lhth.aspx> for more information about how to use HTH and to download the Description of Benefits for the full policy of benefits & exclusions. You may submit a copy of your receipt verifying enrollment to Education Abroad and Overseas Campuses.

4. State Department Country-Specific Information

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Review the Country-Specific information sheet for your destination(s) to familiarize yourself with:

- a. Passport/visa requirements
- b. Necessary immunizations
- c. Safety and security information, including local laws
- d. Location and contact information for U.S. embassies and consulates

In addition, you can review any worldwide cautions that may be in effect on the State Department's website.

5. International SOS

https://www.internationalsos.com/Members_Home/login/clientaccess.cfm?custno=11BSGC000017

All faculty, staff, and full-time students traveling abroad for research, study abroad, or University-approved programs are covered by International SOS, a 24-hour travel assistance program. ISOS membership is provided by Temple University and is administered by ISOS. This medical and security assistance program provides emergency response, as well as online services and travel information.

Visit the link above to review the full program description and download a member ID card. Travelers may also sign up for email alerts specific to their travel destination(s) on SOS's website.

6. Pre-Departure Checklist

- Register individual trip in TUTR
- Submit Risk and Release and Health form to Education Abroad
- Review HTH Worldwide information
- Enroll in HTH Worldwide and submit receipt to Education Abroad
- Review State Department Country-specific information sheet(s) and Worldwide Caution
- Review International SOS benefits and download member ID card

Contact

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