

International Travel Checklist

Register Trip with UF. Visit [UF International Center: Travel Registration](#)

Registering online enrolls you in [TEAMASSIST](#), a service provided by the University. The TEAMASSIST Emergency Assistance Program is not a health insurance policy but only an emergency assistance plan covering evacuation and repatriation.

Complete Travel Checklist. Visit [UF International Center: Travel Registration](#)

Find checklist in section entitled "Checklist for International Travel" and click on "check list" within the description sentence.

Review UF Travel Regulations. Visit [UF International Center: Travel Registration](#)

Read about Cuba Travel, US Export Controls and Embargoed Countries on this page if this information pertains to you.

Contact Your Division Administrator

Each Division has its own procedure when handling travel. Contact your Division Administrator to verify your Division's travel procedures. **You will turn in your Travel Registration form** to your department via the direction of your Division Administrator.

Visit the UF [International Travel Clinic](#) or [Student Healthcare Center](#).

Visit months not weeks before departure. Understand responsibilities, geographic location and practice setting before consultation. Discuss During Pre-Travel Medical Consultation : Immunizations, Malaria Prophylaxis, Traveler's Diarrhea, Respiratory Illnesses including, Influenza, TB, MERS, Other Vector Borne Diseases, Altitude Sickness, Environmental Hazards, Sexual Health and Bloodborne Pathogens, Supply of Post-Exposure Prophylaxis (PEP) if not available in country.

Register for the [Smart Traveler Enrollment Program](#)

The Smart Traveler Enrollment Program (STEP) is a free service to all US citizens and nationals traveling abroad. You will be registered with the Embassy in order to receive important information for safety in country, be contacted in case of emergency and help family members contact you in emergency.

Complete [Emergency Contacts Form](#)

Complete [Travel Information Form](#)

Complete [Medical Information Form](#)

Upload and Email Link or Provide All the Important Information in Print Form to Contacts

When traveling, all important information should be saved in one location for you or others to gain access when needed. Provide the emergency contacts form, travel information form, medical information form, copy of passport, copy of TEAM ASSIST CARD, copy of STEP Enrollment along with a copy of the items in your wallet to your emergency contacts and a designated person in your department. Inform your Division Administrator as to who has this emergency information for you.