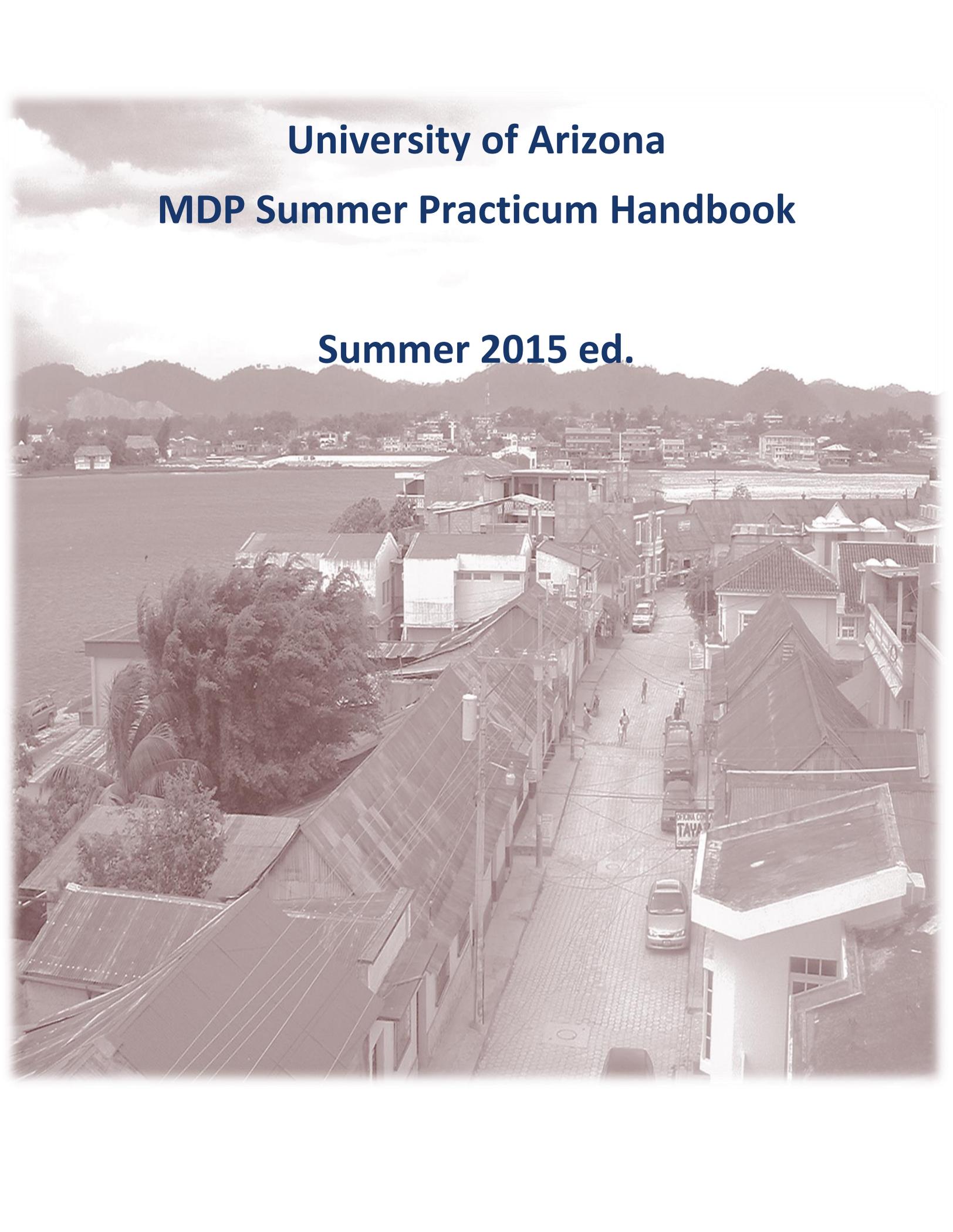


**University of Arizona**  
**MDP Summer Practicum Handbook**

**Summer 2015 ed.**



## Checklist for Summer Practicum

As you prepare to travel internationally for your Summer Practicum, please be sure to complete the following steps. Be aware that many of these steps require action to be taken **at least 6 weeks in advance of your travel**. The sooner you are able to complete the steps, the better prepared you will be for your travels. More specific information on each item can be found in the following pages.

- \_\_\_ Complete the attached Travel Plan and Emergency Contact Information forms and submit a hard copy to Kristina Bishop
- \_\_\_ Get your passport and be sure it is valid beyond your travel dates!
- \_\_\_ Complete all travel authorization forms required by the University; **Note:** There are additional forms for travel to countries with travel warnings
- \_\_\_ Be Aware of Any Travel Alerts and Warnings for Your Destination
- \_\_\_ Check the Visa requirements for travel to your practicum country
- \_\_\_ Health Insurance
- \_\_\_ Vaccinations – Some countries require proof of vaccination!
- \_\_\_ Register with the Department of State to receive notifications in case of an emergency

## Student Practicum Information

Please complete and file a hard copy of this form with Dr. Kristina Bishop.

### **Student Information:**

Name: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Country of

Citizenship: \_\_\_\_\_

### **Flight information:**

Departure Date: \_\_\_\_\_

Flight Information (Airline, Flight Number(s)):

\_\_\_\_\_

Return Date: \_\_\_\_\_

Flight Information (Airline, Flight Number(s)):

\_\_\_\_\_

### **Practicum Information:**

Country: \_\_\_\_\_

Dates of Practicum: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Main

Contact: \_\_\_\_\_

Is there a travel warning for this country?

\_\_\_\_\_

## Emergency Contact Information

Please provide us with the information of who to contact in the case of an emergency.

**Emergency Contact:**

Name:

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Mailing Address:

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Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

**Additional Emergency Contact:**

Name:

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Mailing

Address: \_\_\_\_\_

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Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## Passport Information

**If you do not have a passport, you must apply for one:** All individuals, regardless of age, must have their own passport when traveling internationally by air or by land. This process typically takes between 4-5 weeks. A new passport book **costs about \$140**. You can complete the application online, but must submit the application in person. Be sure to bring the necessary identification and photographs to your passport appointment.

For more information, visit: <http://travel.state.gov/content/passports/english.html>

**If you already have a passport, when does it expire?** If your passport will expire within the next six months, please renew your passport before you leave. Some countries require that a traveler's passport be valid for at least six months beyond the dates of the trip. Contact the [embassy of your foreign destination](#) for more information. Foreign embassy and consulate contact information can also be found in our [Country Specific Information](#) pages. Adult renewal applicants residing in the U.S. may apply [by Mail](#) (recommended), or in person at a [Passport Agency](#). The renewal cost is \$40 if you currently hold a valid Passport Book or Card.

For more information, visit:

<http://travel.state.gov/content/passports/english/passports/renew.html>

## Travel Authorization Forms (University of Arizona)

The UA Interim Policy for International Travel Safety and Compliance applies to all official international travel of all UA employees and students, regardless of funding. Official University travel includes, but is not limited to travel for: conferences, research, sabbatical, guest scholarship, partnership collaboration and development, or **class credit**. This policy does not apply to personal travel.

Travel Authorization forms should be filed as soon as possible once you know your dates of travel. **Please note, review of travel authorization documents received less than 30 days prior to departure cannot be guaranteed.**

Compliance with this policy is necessary to:

- Receive reimbursement for travel expense, if eligible.
- Be covered by applicable insurance programs during international travel.
- **Receive UA academic credit for international coursework, if eligible.**
- Receive available university assistance in the event of an emergency during your international travel.
- Avoid significant personal fines and potential prison sentences, internationally.
- Avoid disciplinary action and/or limitations on future UA travel
- Adhere to related applicable UA, state, and federal policies.

**Please visit:** <http://ua-risk.terradotta.com> and complete all steps for travel authorization as outlined on the website.

**Steps for UA Travel Authorization Include:**

- STEP A - Registering international travel
- STEP B - Submit a Travel Authorization Form.
- STEP C – If travelling to a place with a travel warning, submit the [Supplemental Travel Authorization](#), available in the Forms section of the Registry.
- STEP D – Receive Formal Travel Approval from the University

## **Travel Warnings**

***Be Aware of Any Travel Alerts and Warnings for Your Destination***

The State Department issues [Travel Warnings](#) to recommend postponing travel to a country because of widespread civil unrest, dangerous conditions, terrorist activity or, in some cases, because the U.S. has no diplomatic relations with the country and may have great difficulty in assisting U.S. citizens in distress. [Travel Alerts](#) disseminate information quickly about terrorist threats or other relatively short-term or transnational conditions that could

pose significant risks to you and affect your travel plans. U.S. embassies and consulates send out security or emergency messages to alert U.S. citizens to fast-breaking events, such as demonstrations, coups, approaching storms, and crime.

The Department of State urges U.S. citizens living overseas or planning to travel abroad to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#). When you enroll in STEP, we can update you with important safety and security announcements. Enrolling will also make it easier for the embassy or consulate to contact you in the event of an emergency. You should remember to keep all of your information in STEP up to date; it is particularly important when you enroll or update your information to include a current phone number and e-mail address.

## Do you need a Visa?

Depending on your country of citizenship and the policies of the country you are visiting, you may need to apply for a visa for your travels. To find out if you need to apply for a visa, please visit: <https://www.visahq.com/citizens/> In some cases you will have to work with your hosting organization to acquire the visa.

## Does Your Health Insurance Cover You Outside the U.S.?

Learn what medical services your health insurance provider will cover overseas. Although some health insurance companies will pay "customary and reasonable" hospital costs abroad, very few will pay for a medical evacuation back to the United States, which can easily cost up to \$100,000, or even more, depending on your condition and location. Regardless of whether your insurance is valid overseas, you may be required to pay for care when you receive it. If your insurance policy does not cover you abroad, consider purchasing a short-term policy that does. Many travel agents and private companies offer insurance plans that will cover health care expenses incurred overseas including emergency services such as medical evacuations.

**NOTE:** Social Security and Medicare do not provide coverage outside of the U.S. [Learn More](#)

- For information regarding insurance options offered by the University of Arizona, please visit: [http://ua-risk.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=0&Link\\_ID=034592BC-26B9-58D3-F582526082B6ED62](http://ua-risk.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=034592BC-26B9-58D3-F582526082B6ED62)

You should apply for the HTH health insurance through the Office of Study Abroad, or you can apply for HTH insurance on your own. You must have insurance though and most US based plans, including student health insurance, will not work internationally.

## Do You Need Any Vaccinations?

**Vaccinations Are Required for Entry to Some Countries!** Some countries require foreign visitors to carry an International Certificate of Vaccination (aka Yellow Card) or other proof that they have had certain inoculations or medical tests before entering or transiting their country. Before you travel, check the [Country Specific Information](#) and contact the foreign embassy of the country to be visited or transited through for current entry requirements. **Health Experts Recommend Vaccinations for Travel to Some Countries** The [U.S. Centers for Disease Control \(CDC\)](#) and the [World Health Organization \(WHO\)](#) can provide you their recommendations for vaccinations and other travel health precautions for your trip abroad.

The **University of Arizona's Campus Health** offers a travel clinic to prepare students for travel abroad. Schedule a Travel Clinic appointment at least 4-6 weeks before travel. The pre-travel visit includes a discussion of immunizations, prophylactic medications (such as antimalarial drugs), and specific health advice for preventing and treating Traveler's diarrhea and other illnesses the traveler may encounter. **Individual appointments** can be made [online with PatientLink](#), or by calling **(520) 621-2292**. These appointments fill weeks ahead of time so make your appointment soon.

- Individual appointments last approximately 45 minutes. Individual appointments cost \$25\* for a travel itinerary for one country, and \$30\* for an itinerary with multiple countries.
- For more information, visit:  
[http://www.health.arizona.edu/health\\_services\\_immunizations\\_travel.htm](http://www.health.arizona.edu/health_services_immunizations_travel.htm)

## Do You Know How to Find Medical Help Abroad?

Get Help With a Medical Emergency Abroad:

- [Find a Doctor/Hospital Abroad](#)
- View **ALL** information about [Your Health Abroad](#)

## Are You Taking Any Prescriptions or Other Medications?

If you take prescription medication:

- Pack enough to last your entire trip, including some extra in case you are unexpectedly delayed.
- Carry your medications in their original labeled containers, and pack them in your carry-on bag since checked baggage is occasionally lost or delayed.
- Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad.
- Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation.

## Pack Smart!

- Pack light so you can move more quickly and have a free hand when you need it.
- Carry a minimum number of valuables and plan places to conceal them.
- Check your bags, clothing, and vehicle to make sure you are not carrying any banned items or substances. Use covered luggage tags to avoid casual observation of your identity and nationality.
- Avoid packing IDs, tickets and other vital documents in backpacks or other locations you won't be able to see at all times.

## **Do You Have Photocopies of Your Itinerary and Travel Documents?**

Make two photocopies of all your travel documents in case of emergency or if your documents are lost or stolen. Leave one copy with a friend or relative at home. It is always a great idea to let at least one person know exactly where you will be staying and how to contact you in an emergency. Carry the other copy with you stored separately from the originals.

Documents to make copies of include:

- Passport ID page
- Foreign visa (if applicable)
- Itinerary
- Hotel confirmation
- Airline ticket
- Driver's license
- Credit cards brought on the trip
- Traveler's check serial numbers

## **Prepare to Handle Money Overseas**

- Check and understand the exchange rate before you travel.
- Before you leave, notify your bank, credit card company, or other financial institutions that you are going overseas.
- Avoid carrying cash and consider using traveler's checks or major credit cards instead (but make sure they are accepted at your destination before departing on your trip).
- Change traveler's checks only as you need them.
- Do not flash large amounts of money when paying a bill.

## **Learn about local laws and customs**

While traveling, you are subject to the local laws even if you are a U.S. Citizen. Foreign laws and legal systems can be vastly different from our own and it is very important to know what's legal and what's not. If you break local laws while abroad, your U.S. passport won't help you avoid arrest or prosecution, and the U.S. Embassy cannot get you out of jail.

## University of Arizona Contact information

The University of Arizona

School of Geography and Development

P.O. Box 210076

Tucson, AZ 85721

Tel: (520) 621-5096

Fax: (520) 621-2889

Wayne Decker

[wdecker@email.arizona.edu](mailto:wdecker@email.arizona.edu)

Tim Finan

[finan@email.arizona.edu](mailto:finan@email.arizona.edu)

Kristina Bishop

[kmbishop@email.arizona.edu](mailto:kmbishop@email.arizona.edu)