

Upstate Medical University International Travel Health Policy

The International Travel Health Policy is intended to protect the health, well-being and safety of Upstate Medical University students, as well as to support the responsible engagement of our students while participating in Upstate related international electives, research, service learning and volunteer service around the world.

1. Travel

Students who wish to engage in an Upstate related international elective, research, global health experience, service learning or volunteer activity will be required to complete the following:

- **Travel Registry** - Students traveling to an International elective or activity must register for travel in Upstate's travel registry. Students will initially participate in travel registry by submitting a copy of their passport and travel itinerary, until the on-line travel registry is completed.
- **Travel Warnings and Restrictions** – Student travel to countries that are under a U.S. Department of State and or CDC warning or restriction will not be approved.
<http://travel.state.gov/content/passports/english/go.html>
- **Passports** – Students should have a valid passport that expires at least 6 months in the future when traveling internationally.
<http://travel.state.gov/content/passports/english/passports/apply.html>
- **Visas** – Students must research and determine if a visa is needed for their country specific travel
<http://travel.state.gov/content/studentsabroad/en/travel-docs/visas.html>
- **Smart Traveler Enrollment Program (STEP) program**- Students must enroll in the STEP program that is offered by the U.S. Department of State. The STEP program is free to U.S. citizens traveling abroad and registers the traveler with the nearest U.S. Embassy or consulate, so that in the event of an emergency the consulate is aware of the travelers location and contact information.
<https://step.state.gov/step/>
- **Upstate Study Abroad Health Insurance (HTH) and Medical Evacuation/Repatriation Insurance (FrontierMEDEX)**-Students must enroll in the Study Abroad/Evacuation repatriation insurance when traveling abroad.
- **HTH and FrontierMEDEX student site tools**-Students must enroll in these resources prior to departure from the U.S.
https://www.hthstudents.com/login/entry.cfm?script_name=tp2_cityhealth/index1.cfm
<http://www.frontiermedex.com/security/traveler-tracking.html>

2. Insurance, Health, and Safety

- **International Health Insurance/Medical Evacuation/Repatriation/Security Evacuation Insurance** - Students must purchase Upstate sponsored Student Study Abroad Insurance that is negotiated by SUNY. The insurance covers general sickness,

emergency sickness and accident, and includes Medical Evacuation/Repatriation/Security Evacuation Insurance. Upstate students, faculty and staff are required to purchase the SUNY sponsored policy. Purchase it through the Upstate's Bursar's Office.

- **Liability Insurance** – Students are generally covered by the Upstate Medical liability insurance. If a program requires more than \$3,000,000 (Each occurrence) - \$3,000,000 (Aggregate) coverage that Upstate has, additional coverage may be purchased from the Registrar's Office.
- **Immunizations**-Students will be required to visit a health provider or travel clinic to receive any required immunizations for the country they are visiting and submit evidence that they have done so.

3. Code of Conduct

- Students will abide by the Upstate Medical University Code of Conduct while traveling abroad. The code of conduct may be found in the **Upstate Medical University Student Handbook 2014-15**, Pages 33-41.
http://www.upstate.edu/currentstudents/document/6_code_of_conduct.pdf
- **Country Specific Information**-Students should review the customs and acceptable behaviors for the **country they are traveling** and conduct themselves accordingly.

4. Academic Approval

Medical students who wish to participate in an International elective, research, global health experience, volunteer activity, etc. and would like to receive academic credit will be required to obtain prior approval from the Associate Dean of Undergraduate Medical Education. Generally, a full-time work week of 40 hours is equal to 1 credit.

The steps for filling out the paperwork for International Electives are as follows:

- Students can obtain the Add/Drop Form and the International Electives Form from the Curriculum Office or from the online site. The forms should be filled out **six weeks prior** to the date that the research/elective is scheduled to begin. **NO RETROACTIVE CREDIT WILL BE GIVEN.**
- Students should provide all requested information and detailed supporting documentation as to what they will be accomplishing during the unique elective.
- Once all of the paperwork is filled out, a signature is required from the Department Chairperson (i.e. if the unique elective is in Surgery, a signature will be required from Dr. Cooney, etc.).
- The completed forms and all supporting documentation should be dropped off in the Curriculum Office for processing and will be reviewed by the Associate Dean of Undergraduate Medical Education.

Master's in Public Health students must obtain approval for International experiences from the MPH program office.

Colleges of Health Professions, Graduate Studies and Nursing students should obtain approval for International experiences from their College Dean and Department Chair.

5. Training

- Students who commit to engage in an international elective, research, service learning or volunteer service must complete the mandatory pre-departure training sessions before departure.
- Mandatory training sessions will include:
 - Travel, Health, Safety, and International Insurance
 - Cultural Competence
 - Cultural Humility and Cultural Sensitivity
 - Bioethics

6. Study Abroad Contract

- Students must submit the Study Abroad Contract including obtaining signatures from the, Assistant Registrar/International Student Advisor, Doctor/Health Care Provider Signature for Immunizations, and provide evidence of purchase of International Health Insurance.
- Student who have not submitted the Study Abroad Contract and have otherwise not followed the procedures will not be allowed to go on the Upstate sponsored international activity.

7. Program Evaluation

- Students who have engaged in an international elective, research, service learning or volunteer activity are required to participate in a program evaluation.
- College of Medicine – MD program evaluations will be conducted by the Curriculum Office.
- Program Evaluations for international experiences in the MPH program, Colleges of Graduate Studies, Health Professions and Nursing experiences will be conducted by their respective colleges.