

International Professional Travel Registration for KUMC Employees

Per university policy, the University of Kansas Medical Center requires all faculty, staff and students to register their international professional travel with the Office of International Programs (OIP).

<https://kumc.policystat.com/?It=bFhTw4GiDaG6cafWLCDXvC&next=/policy/4668253/latest/> .

The OIP team is here to assist you with this registration as well as answer any questions you may have related to your international professional travel.

Paperwork Required for Registration with the Office of International Programs

You will be asked to submit all documents thru a REDCap survey

1. COVID Assumption of Risk and Release of Liability form
2. Color copy of your signed passport (page with photograph and signature)
3. Color copy of your visa (if applicable)
4. Flight and travel itinerary
5. Emergency Contact Form
6. Assumption of Risk and Release of Liability Form
7. Copy of your personal Health Insurance card.
8. Pillars of Global Health
9. Register in Saba for Information Security and International travel training
 - a. https://kumc.sabacloud.com/Saba/Web_spf/NA7P1PRD102/app/shared;spf-url=common%2Flearningcatalog%2F
 - b. Enroll (at the bottom of the screen)

OIP provides the following services for you

- U.S. Department of State STEP enrollment
- Visa application assistance
- KUMC provides health and medical evacuation and repatriation insurance for all employees. OIP will provide you with that documentation.
- Optional travel health and safety preparation – just ask!
- Access to health, safety and cultural information online: <https://www.kumc.edu/academic-and-student-affairs/departments/office-of-international-programs/outbound-programs/professional-and-personal-travel-for-faculty-and-staff.html>
- Suggestion – Start exploring culture and developing your cross-cultural competence by attending OIP events prior to leaving the country.

Questions or concerns?

- For faculty, staff or resident registration, please contact Stacie Rader srader@kumc.edu office 913-588-1480.
- For student registration, please contact Kimberly Connelly kconnelly@kumc.edu office 913-588-1480 as additional requirements may apply.
- For non-medical international travel urgencies, please contact Kimberly Connelly kconnelly@kumc.edu cell 816-668-6414

Steps to prepare for your international travel

- Apply for your passport/renew your passport
Most countries will not allow you to enter through customs if your passport is not valid for at least **six months after the planned return date of your trip**. You can be detained and deported from the country. Likewise, many countries require that you have at least two pages available for stamps in your passport, or you can be refused entry.
- Get an entry and/or transit visa (if applicable)
 - You can use Trivisa's visa search tool to determine if you need a visa, https://www.trivisa.com/Visa_Search.
 - Do you need assistance applying for your visa? Contact International Programs. Be aware that it can take from weeks to months to complete the visa application process. If you are not a U.S. citizen, visa processing times and requirements vary from country to country.
- Make your travel arrangements
Need a travel agent? Contact Adoption Airfare, <https://adoptionairfare.com/>, which often assists OIP with flight arrangements. Be sure to tell them that you are with KUMC OIP.
 - If you travel through another country to reach your destination, you may need a transit visa. Please be sure to bring this to the attention of OIP, or if you are handling your own visa, check with the airlines.
 - If you are not a U.S. citizen, a transit visa may be required of you even when it is not required for a U.S. citizen, so be sure to communicate your citizenship.
- Check the U.S. Department of State's website for Travel Advisory Levels - <https://travel.state.gov/content/travel.html>
 - If the level is a 3 or 4 please contact OIP at internationalprogs@kumc.eduYou can also consult this site for a variety of information that the U.S. Department of State thinks you should know before traveling to your destination(s).
- Check the Centers for Disease Control's website for immunizations that are required or recommended for your destination, <https://wwwnc.cdc.gov/travel>. You may also want to consult your physician for further immunization advice.
- Purchase a guidebook, phrase book, and/or culture guide for the country/ies you are visiting. Common guidebooks are Fodor's, Frommer's, Lonely Planet and Rick Steves. Lonely Planet also makes excellent, compact phrasebooks. For an introduction to local culture, we like the Culture Smart! series.
- The General Data Protection Regulation ("GDPR"), which is a new European Union ("EU") privacy Regulation became enforceable on May 25, 2018.

GDPR Privacy Notice:

http://policy.ku.edu/sites/policy.ku.edu/files/Data%20Protection%20Privacy%20Notice_General%20Data%20Protection%20Regulation%20%28GDPR%29_0.pdf .

KUMC Privacy Statement: <https://www.kumc.edu/about/privacy-statement.html>