Note to students and residents: If at the time of your request, or at the time of your travel, there is a US State Department travel advisory in place for your destination, OHSU may not approve this elective. Countries with active travel advisories may qualify for overseas rotations at the discretion of the OHSU Risk Management and the Office of the Provost.

**Checklist:**

- Discuss opportunities with faculty advisor and/or OHSU Global faculty
- Select a destination and establish an Away Site Supervisor
- Submit Off Campus Authorization (OCA) and Export Compliance applications
- Apply for travel award funding (optional)
- Check passport expiration date and visa requirements
- Book travel clinic appointment and update immunizations
- Obtain letter of invitation from Away Site Supervisor
- Complete International Away Elective form (SoM students only)
- Complete PLA (residents only)
- Check for US State Department travel advisory and/or warnings
- Confirm OCA approval (students and residents) and PLA signatures (residents only)
- Book airline flights and make other travel arrangements
- Confirm coverage of health insurance and travel insurance
- Review WHO and CDC travel safety information
- Copy and save passport face page, visas, itinerary, and emergency contacts; submit copies to OHSU Global SE Asia

**Recommended Timeline**

**1 year**

- Initiate inquiries of potential countries and programs. Discuss with your OHSU faculty advisor.

**9 months**

- Discuss SE Asia site opportunities with your faculty advisor and OHSU Global SE Asia faculty, who can let you know about approved sites. You may set up an appointment by contacting OHSU Global SE Asia via email at ohsuglobal@ohsu.edu.

- Develop specific learning objectives and planned educational experiences while at the overseas site.

- If doing research on human subjects, check with the OHSU Institutional Review Board (IRB) for IRB approval, https://o2.ohsu.edu/integrity-department/research/human-subjects.cfm. You may need to receive IRB approval from both host and home institutions. Please check these requirements as far in advance as possible, as IRB review can be an extended process.
- If you want to apply for overseas travel funding, contact OHSU Global SE Asia, ohsuglobal@ohsu.edu, for opportunities and details.

6 months

- Check your passport expiration date. Note: passports must be valid for 6 months after the date you expect to return to the U.S.

- Check for any visa requirements of host country. Visa information for entry into foreign countries may be found on U.S. State Department website at https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html.

- Scan and save a copy of the face page of your passport before sending your passport off for visa requests in case the passport is lost in the mail.

- Check on required vaccinations with information available by country at the CDC website, www.cdc.gov.

- Visit a travel clinic to discuss immunizations, yellow fever requirements, anti-malarials, medications for traveler’s diarrhea and other health related issues pertinent to your destination country. OHSU Occupational Health and the JBT Health & Wellness Center will see students and address any travel medicine needs that you may have. Please contact Andrea Dayot at dayot@ohsu.edu for more information. Take your immunization records with you and have them updated. For SoM students: Please note that you must have completed this step before your supervisor can sign off on your International Away Elective form.

- RESIDENTS ONLY
  - Provide input to your Program Director and Program Coordinator, who will complete and submit a Program Letter of Agreement (PLA). The PLA is a critical and rate-limiting step in planning your overseas rotation. Follow this link for information about the PLA: https://o2.ohsu.edu/school-of-medicine/residents-and-fellows-gme/directors-and-coordinators.cfm You may want to discuss the PLA with GME staff member, Emily Taylor, tayloem@ohsu.edu, who can review the PLA content with you. The PLA also needs to be submitted to the director of your proposed overseas program (Away Site Supervisor). Office of Graduate Medical Education (GME) will take care of Off Campus Authorization (OCA) once they have evaluated your PLA. The GME Office will also contact your program director once the PLA and OCA have been approved.

4 months

- Check with your Away Site Supervisor about the overseas program and confirm your role, responsibilities, and learning objectives. Review dates of travel, in-county transportation and housing with Away Site Supervisor.

- For medical students, the SoM requires completion of an International Away Elective form, which can be found in the OHSU Student Portal under the Form section. If you have questions, contact Marcia Decaro via email at decaro@ohsu.edu. Obtain your
faculty advisor’s signature and submit to Dean of UME, Dr. Tracy Bumsted. This form must also be uploaded during the OCA application process.

- A letter of invitation from your Away Site Supervisor and/or the host university or hospital can be invaluable when you arrive at immigration. You should request this document from your host institution. A copy of this letter should be turned in to the UME office of your school and uploaded during the OCA application process.

- Complete Off Campus Authorization (OCA) application, which is found on the Risk Management website http://oca.ohsu.edu/. This is one of the most important steps in the process and must be completed at least six to eight weeks in advance of travel, but ideally further in advance. SOM students must complete this themselves. SOM residents do not need to complete; it is submitted on their behalf once the PLA has been submitted. For residents and SoN students, please confirm that your program's administrative coordinator has submitted an OCA application on your behalf, after the PLA has been completed.

- Register all equipment and supplies going with you overseas, including computers or other technology, with the OHSU Office of Export Compliance https://www4.visualcompliance.com/vtsp/vt_logon.cfm. For questions, contact Jen McCaw, Export Compliance Officer, mccaw@ohsu.edu.

- If you have applied for an OHSU Global SE Asia travel award, check the status of your award request. If additional funding is necessary, consider fundraising from relatives, friends, social and religious organizations.

3 months

- Check for U.S. State Department Travel Advisories for your destination country http://travel.state.gov/content/passports/english/alertswarnings.html.

- Make travel arrangements and book airline flights. Julie’s Travel Desk is the OHSU Global SE Asia preferred agent. Please contact Kim Moore at 503.636.5684 or via email kim@juliestravel.com to discuss your travel needs.

- Check to be sure you have received your updated passport and visas. If not, don’t delay.

2 months


- As an OHSU student and resident you have free medical evacuation and repatriation insurance. To access a copy of the medical emergency/evacuation coverage, register your travel through OHSU’s Off-Campus authorization system http://oca.ohsu.edu/.

- If you have OHSU health insurance, you also have overseas medical coverage included in your policy. If you do not have OHSU health insurance, you need to check with your insurance provider to be sure you have coverage for international travel. If necessary, purchase international medical insurance from an independent provider.
1 month

- Recheck US State Dept. Travel Advisories for the country to which you will travel and register with U.S. State Dept. STEP Program (Smart Traveler Enrollment Program) at https://step.state.gov/step/ or http://travel.state.gov.


- Research options for international cellphone service and Internet access. Best to check with in-country host.

2 weeks

- Scan and photocopy the face page of your passport and any required visas. Carry a copy separate from your passport, give a copy to someone at home, and if traveling in a group, give a copy to a fellow traveler. For safety also send a copy to OHSU Global SE Asia ohsuglobal@ohsu.edu.

- Give a copy of planned itinerary and contact information to a family member or friend at home and to OHSU Global SE Asia.

- Make copies of your prescription medication labels, medical allergies, credit cards, emergency contacts card, and U.S. health and dental insurance cards and store in a safe place with passport or luggage.

- Start packing your bags. If packing medicines, supplies and instruments, have an inventory list of each bag's contents readily available for Customs Clearance, noting which items you will be leaving in the country.

- Medications cannot be labeled as expired or in some cases be within 6 months of their expiration dates.

Bon voyage! Have a terrific trip!

Post Travel Debriefings

- Debrief with your OHSU faculty advisor and OHSU Global SE Asia faculty, including a frank assessment of the overseas rotation and your own personal experience.

- Take care of yourself by if you would like counseling at OHSU Student Health or wish to join a Wellness Support Group.