

## Education Abroad Program Checklist

If you are an enrolled student at the University of Texas Health Science Center at San Antonio (HSC), prior to engaging in any education abroad programs (e.g. credit-bearing, experiential training, or service learning) that are in any manner sponsored or organized by the HSC or for which you will be receiving academic credit at the HSC, you must complete and submit the following documents. (Education abroad programs include but are not limited to reciprocal student exchange programs, faculty-led programs, direct enrollment at a foreign university, elective rotations/clerkships, etc.)

**Please return the completed documents to the Office of International Services (OIS) at the HSC at [international@uthscsa.edu](mailto:international@uthscsa.edu) or Room MED 331A. The OIS will notify you upon completion of review and approval.**

- Education Abroad Program Approval Form- If student is on a program with the Center for Medical Humanities & Ethics then the GRACE Grant Application can be submitted in lieu of the Education Abroad Program Approval form.
- Emergency Contacts Form
- In-Country Itinerary Form
- Copy of most recent immunization record
- Flight itinerary
- Education Abroad Program Participant Assumption of Risk and Release Form
- Education Abroad Program Student Conduct Agreement
- Education Abroad Program Medical Self-Assessment and Treatment Disclosure & Release Form
- Copy of biographic page of current passport
- Register with International SOS at [www.internationalsos.com](http://www.internationalsos.com) (Enter Membership ID: **11BSGC000037** in the Member Log In box at the top of the page)
  - o Click "My Trips" and then "New User? Register here" to create username/password
  - o Create an account with MyTrips and then forward itinerary confirmation e-mail to [mytrips@travelsecurity.com](mailto:mytrips@travelsecurity.com) or enter trip details into MyTrips
  - o Submit to the OIS screenshot from MyTrips or automated email from MyTrips when enrollment completed and travel details entered

It is highly recommended that all travels go to the website of International SOS and print out the membership card to carry with them. *International SOS also offers a free Assistance App which provides up-to-date travel security and medical information.*

- Download UT System Student International Travel Accident and Sickness Policy brochure and ID card: <https://www.utsystem.edu/offices/risk-management/student-international-travel-accident-and-sickness-policy>

You will automatically be enrolled in the insurance policy described on the website if you:

- 1) are an enrolled, registered student at the HSC; **and**
- 2) are travelling abroad on a HSC-sponsored and/or HSC-approved trip; **and**
- 3) have registered your trip with International SOS as described above.



OFFICE OF INTERNATIONAL SERVICES  
**UT HEALTH SCIENCE CENTER**<sup>®</sup>  
SAN ANTONIO

- Register with the U.S. Department of State at <https://step.state.gov/step/>
  - Submit a copy of the screen shot showing registration
- Check the U.S. Department of State website for Travel Warnings\* and Alerts:  
<https://travel.state.gov/content/passports/en/alertswarnings.html> *\*If an official Travel Warning has been issued, then prior to travel the International Oversight Committee **must** approve an International Travel to High Risk Areas waiver. Instructions to apply for the waiver are on the OIS website.*