

Pre-Departure Checklist for Students Traveling through MIT Global Seed Funds Grant

- Set up a **pre-departure meeting** with the relevant program manager prior to your trip. (See contact information per country below)
- Register** your participation with MISTI [here](#)
- Verify that you have a **valid passport**—*expiration date should not be less than 6 months from after date of entry into country.*
- Verify if you need any type of **visa** to enter the country you are traveling to according to your nationality.
- If you are at MIT on a student visa contact the **International Students Office** to find out if you are required to do anything special regarding your visa prior to your trip.
- Review with your MIT PI [MIT's Travel Risk Policy](#). In order to travel to some countries you might be required to submit a travel waiver and be approved prior to traveling.
- Per MIT's policy you must register your trip in the [MIT Travel Registry](#). You may not travel if this is not completed.
- MIT has set up **International Travel Insurance** for MIT students traveling through MIT programs (services provided through ISOS). Please verify with your MISTI program manager if you are eligible to use it and receive information on how to use it. *Do not cancel any other insurance you might have as it will act as your secondary insurance.*
- Depending on the country you are traveling to, set up an appointment with the **MIT Travel Clinic** at least 4-6 weeks prior to departure.
- Complete the **MISTI Health and Safety Course in Canvas**. Request enrollment with your MISTI program manager.
- After completing the MISTI Health and Safety Course in Canvas go through any questions and **country specific health and safety** advice with your MISTI program manager.
- Get an **ISOS** card from MISTI and Register: [ISOS](#)
MIT provides students with international medical, security and travel assistance, managed and administered by International SOS. International SOS has 24- hour Assistance Centers, international clinics, and remote-site medical facilities across five continents. International SOS is the leader in their field, ready to help you with all your medical and security needs.

Contact Info

Country	Manager Name	Email	Office Phone
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Vietnam	Sean Gilbert	seang@mit.edu	253-5068

Useful Numbers

International SOS	215-942-8226 MIT #11BSGC000066	www.internationalsos.com/
MISTI Office	617-258-0385	misti@mit.edu
MIT Violence Prevention and Response Center	617-253-2300 (24 hr. hotline) 617-253-4420 (Kate McCarthy)	vpradvocate@med.mit.edu kmcc@med.mit.edu
Todd Holmes, MIT's International Safety and Security Program Manager	617-324-7696	tholmes@mit.edu
MIT Medical	617-253-4481 (24 hr line)	http://medweb.mit.edu/