



## Pre-Departure Checklist

The following is a suggested Pre-Departure Checklist. Please note this check list is customized for students traveling for 2 weeks to one year. Certain check list items may not pertain to you or your duration of the program.

### Preparations

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- Obtain/renew your passport and make sure it is signed and valid for at least six months after your return
- Obtain a visa, if required
- Pay remaining program balance
- Check your airline for any baggage restrictions
- Read your Arrival Update for site-specific arrival instructions and make sure that your parents or other family member has a copy

### Documents to Copy

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Make two copies of the items below; leave a copy with a family member or close friend.

- Passport/Visa
- Front and back of all credit cards, ATMs/debit cards, and traveler's check numbers
- Identification cards
- Prescriptions (vision and medication)- Letter by Board Certified Physician
- Flight itinerary
- Arrival Update

### Legalities

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- Register with the US State Department <https://step.state.gov/step> (For U.S. Citizens)
- Complete a Power of Attorney form
- Get information about absentee voting, if applicable
- Get information about filing taxes abroad, if applicable

### Health

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- Obtain all vaccinations required for the countries where you will be living and/or visiting
- Get generic prescription medication
- Have sufficient quantities of prescriptions to last through your time abroad
- Visit doctor, dentist, and optometrist for a check-up

## Insurance

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- Purchase mandatory CISI insurance
- Obtain letter confirming full-time student status, if necessary for your private insurance plan
- Obtain additional personal property and personal liability coverage, if desired
- Purchase traveler's insurance (optional, at your own)

## Communication

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- Gather all phone numbers, email, and mailing addresses of friends and family
- Gather phone numbers and email addresses of your home university advisors, financial aid office, and registrar
- Note the on-site staff's contact information in your Arrival Update
- Determine whether your cell phone will work (if you plan on using it while abroad)
- Buy an international calling card and/or set up an international calling plan on your home phone
- Establish an email account that can be accessed from abroad (e.g., Yahoo, or Hotmail)
- Create and test an account with a VoIP internet calling provider to make sure you can connect with whomever you will want to call or video chat
- Make sure family and friends understand international dialing instructions and have contact phone numbers to reach you while abroad

## Journal/Blog

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- Buy a journal (if you want to record your memories in a written form)
- Establish an online journal or blog
- Begin writing in your journal or start blogging prior to departure to capture the entire experience

## Money

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- Contact your bank to make sure your ATM card and PIN will work abroad; if you don't have a 4-digit PIN, ask how to use your ATM card abroad
- Learn what fees are charged by your bank
- Many overseas countries prefers CASH
- Look into theft insurance and replacement policies with your ATM and credit card companies
- Inform your credit card company and bank that you will be out of the country and making transactions from abroad
- Research the local currency of the country in which you will be studying/traveling; know the current exchange rate prior to departure
- Purchase local currency at the international terminal of the airport or from a local bank prior to departure

- Put together a budget for your time abroad of estimated and fixed expenses
- Sign up for internet banking option
- Check with your bank to see if they have any alliances with other international banks to help minimize transaction fees

## **Electricity**

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- Determine the voltage of the country where you will be living/traveling
- Purchase voltage converters or kits, if needed

## **Course Registration**

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- Prepare for your courses
- Read the materials assigned prior to the departure date

## **Culture**

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- Research the country and city in which you will be living
- Research the local weather for the timeframe you'll be living abroad
- Read books on the culture/general area
- Purchase a guidebook to use abroad
- Purchase a phrase book and brush up on some basic vocabulary
- Learn to say Hello and Thank you in the native language or few extra words that may come in handy (restroom, water, food, restaurant, police, taxi etc)

## **Arrival Update**

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Please remember to bring a copy of the Arrival Update in your carry-on luggage. This update will contain important arrival information as well as contact numbers for the on-site staff. We also recommend leaving a copy of it at home with a family member.



## PRE-DEPARTURE HEALTH AND COUNSELING FORM

Student Name: \_\_\_\_\_ UHV ID: \_\_\_\_\_  
 (Last) (First) (Middle)

Program Duration: \_\_\_\_\_ Program Name: \_\_\_\_\_

### Study Abroad Health Questionnaire:

An important component of your experience abroad is the state of your health. Because we want this experience to be positive and because we also want to be of help to you in case of sickness or injury, we ask that you complete this questionnaire as completely and as candidly as possible. Please keep in mind that your answers do not affect your status at the program participant. Also this information will be held in strict confidence, to be share with program staff only on a need-to-know basis.

1. Do you have a chronic health condition? \_\_\_\_ If yes, please describe this condition.  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Do you take, regularly or sporadically, a medication or medications \_\_\_\_ If yes, please identify medication(s) and your dosage schedule: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Do you have a physical condition that could affect your participation in program events (or require special steps on our part to make your participation possible)? \_\_\_\_ If so, please describe this condition  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Do you suffer from an allergy or allergies? \_\_\_\_ If so, please elaborate. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Do you have any dietary restrictions? \_\_\_\_ If so, what are they? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Is there anything in your medical history-illness or injury-about which it would be potentially useful for us to know (to ensure your full participation in the program)? \_\_\_\_ If so, please elaborate  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, \_\_\_\_\_ (student name) have submitted the above the best of my ability. I am aware that I have purchased the mandatory health insurance I will need to travel to the destination above and I am aware that I am responsible to inform the International Programs Office any and all medical conditions and issues, I am aware that the University/ Host University/ Host family is not responsible for cost or quality of treatment or care and the University/Host institution or host family is obligated to attend to any of my medical or medication needs. I have purchased the required medical insurance needed for my travel. I am aware that I am responsible to meet with my doctor/physician in the U.S. and fill my prescriptions needed for my travel abroad.

.....  
 Student Signature/ Parent Minor                                  Date    UHV ID



## Study Abroad Statement of Responsibility and Assumption of Risk

In consideration of being allowed to participate in a University of Houston-Victoria (UHV) study abroad program, I hereby agree to the following conditions of participation:

1. **Personal Conduct:** I understand that as a visiting student in a foreign country, I shall be subject to the laws of that country and the rules and regulations of the institution which I am engaged. I further understand and agree to the following conduct stipulations: **a.** While enrolled in an attending the Study Abroad program (herein after referred to as Program), students are expected and required to abide by the rules and regulations established by University of Houston-Victoria. The actions that constitute misconduct for which for which is available at Student Code of Conduct <https://www.uhv.edu/handbook/code-of-conduct/> and Student Handbook <https://www.uhv.edu/handbook/> **b.** Violations of the rules of student conduct as described above may result in the University instituting disciplinary or administrative action proceeding. Regulations governing student conduct as well as disciplinary proceedings and appeals can also be found in the Student Code of Conduct at <https://www.uhv.edu/handbook/code-of-conduct/> and Student Handbook <https://www.uhv.edu/handbook/> **c.** The disciplinary process may result in dismissal of the charges, a verbal or written warning, program probation, or termination from the program. Termination from the program will result in the loss of academic credit from the program. Students terminated from the program will be held responsible for all program costs incurred on their behalf. **d.** For the duration of the program students are considered to be engaged in an official University activity and must comply with all the rules and regulations that pertain thereto.
2. **Academic Responsibility:** I understand that I am responsible for attendance at all classes and scheduled activities. I also understand that the UHV student conduct code will apply to me while I am enrolled in the Study Abroad program and it is my responsibility to be informed of the code and resulting misconduct proceedings, should a violation occur. These regulations and procedures can be found in the UHV student handbook: <https://www.uhv.edu/handbook/>
3. **Financial Liability:** I agree to bear any additional costs if approximate rates quoted by the University increase due to currency exchange rate fluctuations or inflation prior to my departure and during my residence abroad. I also understand
4. **Responsibility During Free Time:** I understand that during free time within the period of the program I may elect to travel independently at my own expense. I agree to inform the proper authorities abroad of my travel plans and understand that UHV and/or staff or its counterparts overseas are not responsible for me while I am traveling independently during such free time.
5. **Theft and Other Crimes:** I agree to release UHV and its staff from any liability for damages to a loss of my possessions, injury, or death arising out of crimes during the period of the program.
6. **General Release and Waiver:** I waive UHV and its staff from any liability for damages to or loss or property, injury, illness, or death during the period of the program arising on the part of fellow participants, host family members, agencies, and educational organizations, persons or groups with which the University contracts for the provision of services for the program or which have been suggested by program faculty as resources for the students.
7. **University of Houston-Victoria Responsibility:** I understand that as a UHV study abroad student, I will be viewed as a representative of my university and my country. It is my intension to act as a good will ambassador and conduct myself in a fitting manner.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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**Participants under the age of 18 years must have the parent/legal guardian name and signature**



## Study Abroad Student Conduct Form

### **STUDENT**

Student Name: \_\_\_\_\_ UHV ID: \_\_\_\_\_  
                         Last                        First                        Middle

Program Duration: \_\_\_\_\_ Program Location: \_\_\_\_\_

I hereby consent the Student Conduct Representative at University of Houston-Victoria with the information on the form below and I hereby waive my right of access to any statements said by the Student Conduct Representative evaluating me and my activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **STUDENT CONDUCT REPRESENTATIVE**

The student name above has applied to participate in a study abroad program at University of Houston-Victoria (UHV). All statements and comments will be kept confidential.

1. Has this student been subject to any disciplinary action which the outcome was suspension or expulsion?  
     \_\_\_ Yes \_\_\_ No

If yes, please explain. If no, do not complete question three.

2. Are any disciplinary charges pending? \_\_\_ Yes \_\_\_ No

If yes, please explain.

3. Is this student eligible to re-enroll at the University? \_\_\_ Yes \_\_\_ No \_\_\_ Conditionally

If no or conditionally, please explain.

4. Does this student have a record on file? \_\_\_ Yes \_\_\_ No

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please return this form to: International Programs Office  
                                     University of Houston-Victoria, 3007 N Ben Wilson Street  
                                     Victoria, TX 77901



## Study Abroad Information Release Consent Form and Survey

Student Name: \_\_\_\_\_ UHV ID: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

### STUDENT

- I consent to allow the International Programs Office to release information regarding my participation in the Study Abroad Program. This may include my name, hometown, telephone number, major and email address. This information can be shared with the following parties (Please check to which of the following parties you agree to release your information)
- Anyone
  - UHV Marketing for promotions, flyers, brochures to promote UHV (no phone or email will be shared)
  - I authorize UHV to use image, performance, artwork or other social media postings to promote UHV and Study Abroad programs
  - My parents only
    - Name of parent: \_\_\_\_\_
    - Name of parent: \_\_\_\_\_
  - Other family members. If yes, list the names: \_\_\_\_\_
  - Faculty and/or Staff (at UHV and your program abroad)
  - I consent UHV and the Study Abroad institution to release my official transcript
  - Students interested in Studying Abroad through UHV in the future
- I do not consent to have my information released

### DURING EMERGENCY SITUATIONS

University of Houston-Victoria (UHV) is committed to providing a learning environment that not only promotes the safety and well-being of its students but also an environment conducive for students to develop. In case of an emergency situation please list who UHV is allowed to give out information pertaining to your situation.

Emergency Contact Name	Emergency Contact Number	Relationship

I consent UHV to provide all information related to my health and safety during an emergency situation to the above mentioned individuals.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name and Signature for Minor: \_\_\_\_\_



## STUDY ABROAD PROGRAM REFUND AND WITHDRAWAL POLICY

Student Name: \_\_\_\_\_ UHV ID: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Duration : \_\_\_\_\_

Parent Name/ Signature for Minor: \_\_\_\_\_

### **REFUND**

Any payments made to University of Houston-Victoria (UHV) for participation in Study Abroad programs will not be refunded under any circumstances.

### **RISK**

Travel abroad involves some risks and uncertainties not present at UHV, including risks of injuries, damages, or other harm that may arise during the overseas study period. UHV students accept these risks and uncertainties as well as accept responsibility for their own safety. University of Houston-Victoria (UHV) cannot guarantee students safety while living abroad.

### **VOLUNTARY WITHDRAWAL**

UHV students who choose to withdraw from the study abroad program must be aware that UHV will not assume any financial responsibility for such a voluntary withdrawal. Furthermore, UHV students must pay careful attention to the cancellation/withdrawal policies of the host university program or program provider.

The International Programs Office will notify Financial Aid of your withdrawal. Please note that students who withdraw after a program begins should expect to repay any financial aid, including scholarships and loans, awarded for the Study Abroad program.

### **INVOLUNTARY WITHDRAWAL**

Though this is extremely rare, UHV students may be required to withdraw from a Study Abroad program involuntarily. Reasons could- but are not limited to – medical needs, political instability, natural disasters or other evacuations. The International Programs will make every reasonable effort to advocate for refunds of unspent expenses. However, University of Houston-Victoria will not assume any financial responsibility for such involuntary withdrawals.

It is expected that after a program is cancelled or after it is determined that a student must withdraw from a program involuntarily, the student will depart from the program location within 24 hours. In some cases, a student be asked to sign a document acknowledging that her/his participation in the program has concluded.

The International Programs Office reserve the right to cancel any overseas program where the security of UHV students might be threatened. This may occur even if the United States Department of State has not issued a travel warning or travel alert. UHV will not assume any financial responsibility for a cancelled study abroad programs.

If a host university or program provider terminates the participation of a UHV student in a study abroad program, UHV will not assume any financial responsibility for such an involuntary withdrawal.

The International Programs Office will notify Financial Aid of all involuntary program withdrawals. Please note that students who are involuntarily withdrawn from a program after it begins should expect to repay any financial aid awarded for the program.

All of the information that I have entered is correct to the best of my knowledge. Additionally, I have read, understand, and accept each of the above listed conditions. **Student Signature:** \_\_\_\_\_





## UHV STUDY ABROAD ACKNOWLEDGEMENT FORM

Student Name: \_\_\_\_\_ UHV ID: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

I understand that in order to participate and receive credit for my study abroad it is my responsibility to abide by the following:

- Read and understand the Academic Advising and Transfer Credit Agreement
- I have met with my academic advisor, Name of Advisor: \_\_\_\_\_
- I have met with my study abroad advisor, Name of Study Abroad Advisor \_\_\_\_\_
- I have met with a Financial Aid Representative
- Research and understood the course credit and grading system at my host institution
- Completed all required study abroad forms by their deadline
- Submit passport copy to the International Programs Office
- Submitted proof of payment and know the payment due date for my program
- I know the program withdrawal date and process
- I am aware that withdrawal after the Study Abroad Program will not grant me refunds
- Submitted proof of CISI insurance
- Submitted copy of ISIC (International Student Card)
- I am aware to attend mandatory pre-departure orientation

### EXCHANGE PROGRAMS

- Completed the Exchange University application online
- Submitted the required documents for the exchange program

### FACULTY-LED PROGRAMS

- Register for the courses
- Paid the mandatory deposits, Deposit amount \$ \_\_\_\_\_
- Paid tuition and fees for my study abroad program by the deadline
- I have signed the school program requirements for Study Abroad programs
- If applicable, completed all requirements by the \_\_\_\_\_ (school)  
\_\_\_\_\_ (department) Study Abroad Advisor Name: \_\_\_\_\_

### OTHER UHV AND NON-UHV PROGRAMS

- I have met all program and application requirements
- I have submitted the payments before the due date
- I have worked with my advisor on course/internships
- I am registered for the Study Abroad Program

I understand that in order to complete my application and maintain my status as a Study Abroad participant, I must comply with the acknowledgement statements above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: International Programs Office  
University of Houston-Victoria or email to [StudyAbroad@uhv.edu](mailto:StudyAbroad@uhv.edu)

I consent UHV to provide all information related to my health and safety during an emergency situation to the above mentioned individuals.

Student/ Parent of Minor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **6 Months Before:**

- Apply for U.S. passport or check for expiration date of your U.S. passport. You must have your passport six months to the future from your return date. Other non-immigrant or immigrant visa status students are responsible for their immigration when traveling. Consult the International Programs Office.
- Check student visa requirements and if needed, apply for visa
- Notify everyone that depends on you about your departure:
- Email host university itinerary and see if airport pick-up is available and make other arrangements if not. If applicable or if you are going through an exchange program
- Save \$2000-\$3000 in cash for your immediate travel needs before Financial Aid and loans kicks in. The amount will pay for tickets, passport cost and other immediate expenses.
- Attend a travel health and safety class and sign up for a comprehensive physical;
  - ✓ Get vaccinations and immunizations, if needed. You might have to include your medical record with your study abroad package. Get an international yellow vaccination card from your doctor.
  - ✓ Stock up on any prescription drugs you take. Have your doctor's note authorizing their use (and refills). Make sure any drugs you carry are legal in the host country. Make sure to have a prescription authorized by a board certified doctor in the U.S.
  - ✓ Stock up on contact lenses if needed. It would also be helpful to take along a copy of your eye prescription in case you lose contacts or eye glasses and need to get replacements.
  - ✓ Buy CISI medical insurance for your time abroad. Students are responsible to purchase the CISI health insurance prior to their travel abroad.

### **A Few Weeks Before Departure:**

- Fill out a change-of-address form and have it forwarded to your permanent address while you're away. Update your UHV online account with your permanent address. If traveling for more than 30 days, work with on-campus housing and have your mail fwd to family.
- Schedule a meeting with your academic advisor to address final concerns about your plans and coursework.
- Double check all financial documents (scholarship applications, loans, and FAFSA renewals) are up to date. Know your disbursements dates, amounts, etc.



### **1 Week Before Departure:**

- Buy a small gift for your host family or for a local who may help you out a lot.
- Make multiple copies of all important documents -- leave one set with your parents, another with the study abroad coordinator, and keep one for yourself.
- Exchange a small amount of US currency for foreign currency at your local bank. Ask for small notes in addition to larger ones.
- Call your bank and all credit card companies to make sure your ATM card will work in your host country and to let them know when and where you will be traveling (don't forget layover cities). Make sure you know what the fee is for international withdraws/transactions.
- Confirm your flight.
- You may want to buy both a plug adapter as well as a voltage converter if you want to take electronics such as an electric toothbrush, hair dryer, or electric razor, iPod, etc.
- Review airline luggage restrictions and start packing. Be sure you can carry it all easily on your own.
- Review the Pre-Departure Orientation packet and any documents/emails you received from the institution abroad.

### **The Night Before:**

- Re-confirm your flight and luggage requirements.
- Pack your carry-on bag. Include the essentials: passport, one change of clothes, toiletries, wallet with cash and credit/debit card(s), valuables, medications with doctor's notes and important documents including airline ticket/e-ticket confirmation, emergency contact information, and address and contact information of destination.

### **The Day of Departure:**

- Arrive at the airport well ahead of time (about 3 hours or so before your departure time).
- If the plane is delayed and someone is going to pick you up, email or call to let them know the new arrival time.
- If no one is picking you up at the airport, know which cab company to take, bus to catch, etc. Arriving in an unknown city and taking the first cab offer that comes your way can be expensive and dangerous.
- If you miss your flight you are responsible to pay the changes and make your travel arrangements. Traffic in Houston is unpredictable. It is best that you leave your home or Victoria 6 hours before the departure time.

### **Upon Arrival at Host Country:**

- Call your parents or guardian/friend to say you've arrived safely.
- Attend orientation meetings, excursions, lunches, and other events offered by your program. That way you'll also start getting to know your classmates and coordinators – people you'll be seeing on a daily basis.
- Be aware of your surroundings and if you need assistance, ask for it.
- Vive la différence! (That's French for Long Live the Difference!) Yes, it's different, but that's why you're there, right?



## PROPERTY DOCUMENTATION FORM

Use this form to list all the items that you are bringing with you on the trip. This can be used for insurance claims if you have purchased additional travel insurance on your own. You should leave this form at home.

#	Item	Quantity	Value	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>GRAND TOTAL</b>				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



## **Study Abroad Emergency Management**

The University of Houston-Victoria (UHV) International Programs Office (IPO) is committed in providing learning environments that not only promote the safety and well-being of its students, faculty and staff but also an environment conducive for students to develop to their fullest potential. IPO is charged with the responsibility of coordinating the management of emergencies affecting participants in credit-bearing study abroad programs that UHV sponsors. The safety and well-being of students, faculty, and staff who are participating in UHV programs abroad is of the highest importance, and all reasonable actions are, and will be, taken to accomplish this.

The following identifies particular Study Abroad policies and procedures regarding study abroad emergencies. The use of the term “participants” in this document refers to all students, staff, university designated volunteers, and faculty directly associated with a UHV-sponsored credit-bearing study abroad program. By following the procedures outlined below, the IPO staff will be able to gather information that will allow them to respond efficiently and effectively to emergencies and to place other situations in appropriate context and respond to them accordingly

### 1. Emergencies

Emergencies are those situations or incidents that pose a genuine and sometimes immediate risk to, or that have already disturbed the safety and well-being of study abroad program participants. Emergencies include those situations involving a single program participant, multiple program participants, or all program participants. These include, but are not limited to:

- ✓ Significant accident/injury
- ✓ Medical emergency (physical or mental)
- ✓ Physical or sexual assault
- ✓ Disappearance or kidnapping
- ✓ Death
- ✓ Arrest or questioning by the police or other security forces
- ✓ Incarceration
- ✓ Terrorist threat or attack
- ✓ Hospitalization for any reason
- ✓ Robbery
- ✓ Petty theft and pick-pocketing
- ✓ Lost passport
- ✓ Socio-political (riot, military group, terrorist attack)
- ✓ Any legal action (lawsuit, deposition, trial, etc.) involving a participant
- ✓ Political/civil unrest that could affect participants’ safety and well-being
- ✓ Natural or human disaster (earthquake, fire, flood, hurricane, nuclear incident, tornado, volcano, etc.)
- ✓ Issuance of a U.S. Dept. of State Travel Warning or Alert



### **Perceived Emergency**

Distinguishing between a real and perceived emergency is important. All emergencies, whether real or perceived, should be treated with sensitivity and good judgement, keeping UHV students' well-being at the forefront. Perceived emergencies may arise from actual events (i.e. earthquake, floods) but may not actually impact the health, safety or security of UHV students or faculty. Due to media attention and distortion of information, these situations may be perceived in the U.S. as more dangerous than they actually are and can be disruptive to programs abroad. Always work with your study abroad advisor, program lead coordinator in your emergency situations.

a. **Travel Warning**

The University of Houston-Victoria (UHV) does not support program participation or development in countries under a Department of State Travel Warning. Travel warnings are issued by the State Department in the event of long-term, protracted conditions that could create a potentially dangerous or unstable situation in a country. The complete text of the travel warning policy can be found at:

b. **Travel Alert**

Travel alerts are issued by the State Department to disseminate information about short-term conditions on concern. In the event a travel alert is published by the U.S. State Department, whether or not a UHV program can proceed as planned to a country or region will be decided after review by the Crisis Committee on a case by case basis. If the program is approved to continue, students will be notified by Office of International Programs. They will be informed of the travel alert, and depending on the situation, may be required to sign an additional waiver as a condition of participation in the program.

2. **Study Abroad Incident Notification**

In the event of an emergency abroad, the Emergency Contact at the particular study abroad site, or, in the case of a faculty-directed program, the Faculty lead, is required to submit via fax or e-mail to the International Programs Office the Study Abroad Incident Notification Form. This will inform the IPO and allow Study Abroad staff to follow up and provide necessary support. It is critical for information to be shared accurately, completely, and as soon as possible.

3. **Cancellation of Programs** In the event of an emergency, such as civil unrest, pandemic outbreak, a natural disaster, travel warning or a travel alert, it may be necessary to cancel or alter a program for the safety of the students. The International Programs Office in consultation with the appropriate members of the University Risk Management, will recommend to the Provost to continue or cancel the program.

4. Death of Program Coordinator or Lead Coordinator (travel with) or Hospitalization

If a faculty director or Lead Coordinator dies while leading a program abroad, the IPO will contact appropriate members of the University Risk Management to plan next steps regarding the program. Based on information about the program and the participants, the IPO will recommend to the Dean of the School and the Provost whether or not the program should continue. The Provost will contact the family. If a program coordinator/ lead coordinator is admitted to the hospital while abroad, the IPO will take immediate responsibility for decision-making regarding the program, including determining, in consultation with the Dean and the Provost, whether or not the program will continue.

5. Student Death

If a student dies while abroad, the Emergency Contact at the particular study abroad site or, in the case of a faculty-directed program, the Faculty Lead, should:

- a. Verify the identity of the student and gather as much information as possible regarding the cause of death.
- b. Contact the IPO immediately. Do not attempt to contact the family. The IPO will contact the Dean of Students who will work with the University Police Department to contact the family. The IPO will also consult with the Counseling Center and, if possible, resources will be made available for other program participants.
- c. Notify the US embassy or consulate (if student is not a US citizen or permanent resident, notify the embassy or consulate of citizenship) and the local police as soon as possible.
- d. Make sure the student's belongings are safely stored and kept confidential.
- e. Notify the rest of the participating students. All circumstances surrounding the death should be kept private until the local police complete an official investigation. The IPO or Alternate UHV Police after hours (whoever receives call) will determine if circumstances merit contacting the President and the Provost.

6. Emergency Notification Protocol

- a. In the event of an emergency abroad, the Emergency Contact at the particular study abroad site, or, in the case of a faculty-led program, the Faculty lead/coordinator, will:
  - i. a) Contact, during regular office hours, the International Programs Office.
  - ii. b) Contact, if it is not during office hours, the UHV Police Department at +1.361-570-4357. This number is answered 24 hours a day, 7 days a week.
  - iii. Submit the Study Abroad Incident Notification Form to IPO as soon as possible.
- b. If the University Police is the initial contact, they will then contact the IPO
- c. IPO will contact the Provost, Dean, and Department Chairs.
- d. IPO will complete the UHV Study Abroad Incident Reporting Form and submit it to UHV Police, UHV Student Life and UHV Title IX coordinator
- e. Provost will contact the President if appropriate.
- f. Provost will contact Vice President for Student Affairs, General Counsel, UHV Marketing and Communications, and Counseling Center.
- g. From this point, only the IPO will handle all communication with the Emergency Contact at the particular study abroad site, or, in the case of a faculty-ed program, the Faculty Director/ lead or coordinator.
- h. UHV Marketing and Communications will handle all communication (internal, external, media, etc.) for the University. The IPO will be in continuous contact with UHV Marketing and Communications for the duration of the crisis.



## **EMERGENCY CONTACT RESOURCES**

It is important in the case of an emergency that you document for reporting and sharing relevant information. Faculty and students should keep an emergency contact information card on their person at all times.

### **Cultural Insurance Service International (CISI)**

If student and/or faculty purchase the required CISI policy, emergency travel and medical assistance services are provided by AXA assistance from the point of issue. If you need assistance you can call toll-free 24 hours a day 365 days a year at one of these telephone numbers:

AXA Assistance (Team Assist)

In the United States & Canada                      855.327.1411

Worldwide Customer Call Collect                312.935.1703

Email: [Medassist-usa@axa-assistance.us](mailto:Medassist-usa@axa-assistance.us)

Claims CISI Claims,

1 High Ridge Park, Stamford, CT 06905

(800) 303-8120, (203) 399-5130

[claimhelp@culturalinsurance.com](mailto:claimhelp@culturalinsurance.com)

Please refer to your insurance information which was emailed to you at the time of purchase.

### **Overseas U.S. Citizens Services/Report a Lost or Stolen Passport**

From the U.S. and Canada: +1-888-407-4747

From Overseas: +1-202-501-4444

### **Locate U.S. Consulate and Embassy Resources**

<https://www.usembassy.gov/>

**UHV Campus Police**                                      1-361-570-4357

**UHV Counseling Center**                                1-361-570-4135

**UHV Title IX Coordinator**                            [laker@uhv.edu](mailto:laker@uhv.edu) or 1-361-570-4835





### STUDY ABROAD INCIDENT NOTIFICATION FORM

Name of the Individual Submitting the Form : \_\_\_\_\_  
 (Last) (First) (Middle)

Title (if any): \_\_\_\_\_ UHV ID: \_\_\_\_\_

Faculty/ Staff EMP ID: \_\_\_\_\_ UHV Office: \_\_\_\_\_

UHV School/ Department: \_\_\_\_\_

UHV Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Name of individual student(s) or Student Organization Involved	UHV ID or EMPL ID	Telephone Number or other contact information (If known)

Name of witnesses	UHV ID/ EMPL ID	Telephone No/ Other Contact	Please indicate the status UHV faculty, staff, student

**SUMMARY OF INCIDENT**

Please be as subjective and concise as possible in your description of the incident. Items to include and not limited to in your description. Attach additional pages.

- How the incident occurred                      Involvement of the Witnesses
- Who was involved in the incident            Description and/or value of any damages or property or person
- What actions were taken to resolve the incident    Any other relevant details
- Results of the incident

\_\_\_\_\_  
Signature of the person filing

\_\_\_\_\_  
Date

## EMERGENCY CONTACT INFORMATION CARD



**FACULTY/ STAFF/ LEAD**

**UHV STUDY ABROAD**

**EMERGENCY INFORMATION**

**UHV International Programs Office**

Non-Emergency Assistance

1-361-570-4106

M-F, 8-5pm CST | [www.uhv.edu/international](http://www.uhv.edu/international)

Ludmi Herath, Director | [Herathl@uhv.edu](mailto:Herathl@uhv.edu)

**UHV Police Dept 24-Hour Emergency Help**

1-361-570-4357

**U.S. State Department**

Emergency Assistance to U.S. Citizens Traveling abroad

From the U.S. Canada: 1-888-407-4747

From Overseas: +1-202-501-4444

<https://travel.state.gov/content/travel/en/international-travel/emergencies.html>

**CISI/ AXA Emergency Assistance:**

Mandatory for faculty and students

+1-855-327-1411 (in U.S. & Canada)

+ 1-312-935-1703 (Worldwide)

Email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

**CARRY THIS CARD WITH YOU**



**STUDENT**

**UHV STUDY ABROAD**

**EMERGENCY INFORMATION**

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Email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

**CARRY THIS CARD WITH YOU**

**FILL IN THE INFORMATION**

Name: \_\_\_\_\_

DOB: \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_ YYYY

\_\_\_\_\_  
Program Faculty/ Lead / UHV Contact

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Number

\_\_\_\_\_  
Medical Condition

\_\_\_\_\_  
Blood Type                      Other Info.

\_\_\_\_\_  
Insurance/ CISI information, Policy #, Phone

\_\_\_\_\_  
Insurance Information

\_\_\_\_\_  
Additional Important Notes



**FILL IN THE INFORMATION**

Name: \_\_\_\_\_

DOB: \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_ YYYY

\_\_\_\_\_  
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\_\_\_\_\_  
Additional Important Notes

