



## International Travel Preparation and Safety for HLS Students

Ensuring student safety is an institutional priority for Harvard University and Harvard Law School. Therefore, HLS has a set of required procedures for students undertaking international travel in relation to activities for which they receive HLS academic credit and/or funding. These procedures are designed to protect your well-being and enable the University to provide tailored medical and security information and assistance prior to and during trips. Public health conditions in countries all over the world are fluid, and we want you to have the information and resources necessary to conduct your work abroad without difficulty. As well, keeping track of student travel and projects abroad helps HLS better serve members of the community by facilitating connections among students and with organizations, and by securing and maintaining donor support for international initiatives.

We expect that all HLS students will follow the School's international travel procedures and meet the requirements of sponsoring programs for projects abroad. Failure to do so in the specified timeframe may lead to revocation of funding or a student being deemed ineligible to apply for future HLS funding for projects abroad (those that would be conducted while enrolled at HLS and/or post-graduate fellowships). Actions deemed to be departures from generally accepted standards of integrity could result in referral to the HLS Administrative Board.

### Required Steps

Prior to international travel, HLS students should be sure to do the following:

1. **Register the trip in the International SOS MyTrips platform:** <https://globalsupport.harvard.edu/travel-tools/register-international-travel>. This enables the University to locate you quickly and provide assistance in the event of an emergency (i.e. natural disaster, civil unrest, etc.). Registering is **required** for all students traveling under Harvard auspices (that is, trips funded or arranged by the Law School or other parts of the University or resulting in academic credit) and strongly recommended for everyone. You must create a profile in MyTrips, initially using your Harvard email address; you can then add an additional preferred email address to your profile. After creating your MyTrips profile, you can enter your trip details manually or forward your confirmed bookings to [harvardtravel@itinerary.internationalsos.com](mailto:harvardtravel@itinerary.internationalsos.com). Entries should include the complete period of time abroad, including travel before, during, and after the primary program/project under Harvard auspices, and you should make sure the information stays up-to-date throughout travel.
2. **Review, sign, and return the appropriate Assumption of Risk and General Release:** <https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/assumption-of-risk-forms/>. Harvard University requires all students who are traveling under university auspices (receiving either credit or funding) to complete and submit this form to their sponsoring .
3. **Complete the Global Support Services on-line orientation for international travel by December 15, 2023:** <https://www.globalsupport.harvard.edu/travel-tools/pre-departure-orientations-consultations>. This step must be completed once per academic year.
4. **Review the services provided by International SOS** (<https://globalsupport.harvard.edu/travel-tools/emergency-response-program>) **and relevant health and safety information** (<https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/health-and->



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safety/) **and take appropriate steps:** Students traveling abroad for academic or professional reasons are covered by International SOS, a program that provides 24-hour worldwide emergency medical and security evacuation services. Please note that International SOS is a supplement to, not a substitute for, health insurance.

5. **Obtain the necessary passport and visa.** You should be sure to have the necessary travel documents. Your passport should expire no earlier than six months after your return. Your visa should cover the time of your stay and be appropriate for your activities (e.g., specific visas may be necessary for study or work). For further information, including details about the negotiated Harvard rate for a passport and visa service vendor, please see:  
<https://www.globalsupport.harvard.edu/travel-tools/visa-passport-services>

In addition, HLS students should examine Harvard's Global Support Services' travel risk ratings: <https://www.globalsupport.harvard.edu/travel/risk-ratings>. **Students who are considering travel to an area that is categorized as high-risk, and that would occur during the period of the program/project under Harvard auspices, must both:**

- **Complete and submit the Questionnaire for Graduate Student Travel** (<https://www.globalsupport.harvard.edu/travel-tools/forms-policies/graduate-professional-student>) at least 30 days in advance of your expected travel date (HarvardKey sign-in required). (In the rare event that circumstances beyond a student's control do not allow for at least 30 days' advance notice, the student should contact International Legal Studies and provide a detailed explanation. If circumstances warrant, ILS will request an expedited review.)

AND

- **Consult with a member of the Global Support Services (GSS) safety and security team** if requested to do so by GSS or HLS' International Legal Studies

This is necessary in order to obtain clearance for travel in conjunction with courses or clinics, as well as independent travel, and applies for the duration of the placement or project abroad. Please be aware that HLS may advise against—and may even withhold support for—travel that is deemed to pose excessive risk.

**Students must complete all of these requirements in advance of travel abroad in order to maintain eligibility for HLS funding and academic credit.**

You may wish to register with the embassy of your country of citizenship. (U.S. citizens should see the Smart Traveler Enrollment Program of the U.S. Department of State: <https://step.state.gov/step/>)

Unlike U.S. citizens and permanent residents, international students at HLS may face difficulties when traveling abroad and returning to the U.S. during their studies. Before making a commitment to travel outside the U.S., international students should carefully review the travel information provided by the Harvard International Office (<http://www.hio.harvard.edu/travel/>) and speak to an HIO advisor (<http://www.hio.harvard.edu/talk-advisor>). Further information regarding preparation for travel abroad can be found on Harvard's Global Support Services webpages (<https://www.globalsupport.harvard.edu/>) as well as on the HLS international travel webpages (<https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/>).

You should be aware of some of the risks and problems that can be associated with travel to unfamiliar places, and informed about ways to minimize risk and avoid problems. The challenges you may face will vary from place to place, and may depend on your degree of familiarity with the destination. Nevertheless, it is



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always important to carefully assess all manner of risks and to act accordingly. You should use this information for general guidance but tailor preparation and actions to suit your particular situation. Students report that their experiences overseas are more successful if they plan their trips carefully.

### Health Insurance

**You must have health insurance and you should be familiar with what is covered and what is not when traveling abroad.** Also, before traveling, you should acquaint yourself with the health care system in your destination country including the quality of facilities and cost of services.

All registered Harvard students are automatically enrolled in the student Blue Cross and Blue Shield (BCBS) plan. All the benefits are based on the academic year, August 1 through July 31, and cover you while abroad.

Important travel abroad information from Harvard University Health Services:

- ▶ General information is available on the Harvard University Student Health Program (HUSHP) website. If you have questions about your Harvard health insurance coverage while traveling, contact HUSHP Member Services.
- ▶ The Blue Cross Blue Shield Blue (BCBS) Global Core Service Center is available 24 hours a day, seven days a week, and will help you find a BlueCard Global Core hospital or doctor. Information on hospitals and doctors throughout the world is available on the Blue Cross Blue Shield Global Core website, by downloading its app, or by phone.
- ▶ Be advised that you may need to pay for services at the time you receive care and file for reimbursement later. International claims form, filing, and payment information is available on the Blue Cross Blue Shield Global Core website. You should request itemized receipts and medical records (when applicable) for any care that you receive.

<b>Important Health Insurance Contact Information</b>	
<b>HUSHP Member Services</b>	+1 617-495-2008 <a href="https://hushp.harvard.edu/">https://hushp.harvard.edu/</a>
<b>Blue Cross Blue Shield of Massachusetts</b>	800-257-8141 <a href="https://home.bluecrossma.com/">https://home.bluecrossma.com/</a>
<b>Blue Cross Blue Shield Global Core</b>	800-810-BLUE (2583) +1 804-673-1177 (for collect calls outside the U.S.) Website: <a href="https://bcbsglobalcore.com">https://bcbsglobalcore.com</a> App: <a href="https://bcbsglobalcore.com/Home/MobileApp/">https://bcbsglobalcore.com/Home/MobileApp/</a>

### Immunizations

Many countries will require visitors to have immunizations prior to granting a visa or entry into the country, and you will also want the immunizations for your own health. You may contact the University Health Services Law School Health Clinic in Pound Hall for a travel consult, in order to determine the inoculations or other medical services you may need prior to departure, and to learn about relevant health conditions. During your pre-trip planning you should consider that some vaccinations must be administered up to 4 to 6 weeks before travel. **Remember to photocopy your immunization record and bring a copy with you when you travel.** If malaria is endemic in the country to which you will be traveling, start and follow your prophylactic malaria treatment conscientiously.



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### Health Services Travel Clinics

Harvard University Health Services will provide on-campus travel clinics for HLS students who will be going abroad over winter term. Each session will offer information about health while traveling, and then enable each student to receive individualized, destination-appropriate travel advice as well as necessary inoculations and medications. The clinics will be offered via Zoom on: **Friday, December 1 at 10:00 am; Wednesday, December 6 at 2:30 pm; Friday, December 8 at 1:20 pm; and Tuesday, December 12 at 2:40 pm.** Students should pre-register for one of the sessions by calling the Law School Health Clinic at (617) 495-4414

### Important Immunization Contact Information

**Harvard University Health Services Zoom Travel Clinic**  
**Law School Health Clinic, Pound Hall**  
**Phone: 617-495-4414**

### Emergency Medical and Security Assistance and Evacuation Services: International SOS

International SOS provides 24-hour worldwide emergency medical and security assistance and evacuation services to Harvard travelers abroad. To ensure access to these services, it is crucial that all international travel be registered in the International SOS MyTrips platform (<https://globalsupport.harvard.edu/travel-tools/register-international-travel>).

Harvard Law School students traveling abroad for academic or professional reasons are covered by the University's International SOS membership. Personal or leisure travel is not covered. Harvard employees and fellows, while traveling on University business, are also eligible for coverage.

#### Medical Assistance Services

- ▶ Emergency evacuation
- ▶ Medically-supervised repatriation
- ▶ Companion ticket
- ▶ Repatriation of mortal remains
- ▶ Return home of minor children
- ▶ Medical monitoring
- ▶ Inpatient admission and identification of receiving physician
- ▶ Emergency and routine medical advice
- ▶ Pre-trip information on travel health issues
- ▶ Post-sexual assault support and counseling
- ▶ Emotional support and mental health program
- ▶ Outpatient case management
- ▶ Claims assistance

#### Security and Travel Assistance Services

- ▶ Security evacuation
- ▶ Urgent and non-urgent travel security assistance and advice by telephone



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- ▶ Online and email updates on the latest travel security developments
- ▶ Proactive communications in response to significant security incidents
- ▶ Legal referrals
- ▶ Emergency message transmission
- ▶ Lost document advice and assistance

You or your insurance company may incur a charge if a third party (e.g., health care providers, transportation companies, hotels, etc.) is engaged to deliver services.

**Please note:** International SOS is not health insurance. When necessary, The Chubb Group of Insurance Companies, via International SOS (and associated service providers), will pay a clinic or health care provider for emergency services on your behalf. However, these expenses will typically be billed to your health insurance plan later; if you are uninsured, expenses may be billed to you. Therefore, you should familiarize yourself with your insurance provider's policies on overseas coverage.

Please review the International SOS information on the Global Support Services website (<https://globalsupport.harvard.edu/travel-tools/emergency-response-program>) for complete information on services, eligibility, and exclusions to coverage.

New: The **International SOS Assistance App** (<https://globalsupport.harvard.edu/travel-tools/emergency-response-program/assistance-app>), available for iPhone, Android, and Windows smartphones, provides Harvard travelers with access to the benefits of the University's International SOS membership in an emergency or for advice or information while abroad.

**Call International SOS, worldwide, 24/7:**

**+1 617-998-0000**

### **Additional Health and Safety Resources and Precautions**

- ▶ The Centers for Disease Control (<http://wwwnc.cdc.gov/travel/>) provide information relating to health issues for traveling abroad.
- ▶ Harvard's Office for Gender Equity (<https://oge.harvard.edu/>) provides resources and support for victims of interpersonal violence including sexual assault, rape, harassment, relationship violence, or stalking.

**Educate yourself on the customs, beliefs, and laws of your host country regarding sexual harassment and sexual assault.** If you experience sexual harassment, sexual assault, or gender-based violence abroad, International SOS will provide support for your safety and medical needs and help to connect you with appropriate resources (<https://globalsupport.harvard.edu/travel-tools/sexual-assault-gender-violence-support>). In some countries, post-exposure prophylaxis and emergency contraceptives are not legal or universally available; as part of a travel consultation, women traveling to locations with a heightened risk of sexual assault should consider obtaining the morning after pill here in the U.S. before leaving and take it with them, to have the option to use it if the worst happens.



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Take precautions to avoid HIV/STDs. Some countries may require an HIV test before allowing you to enter; check with the embassy or consulate. If you choose to be sexually active abroad, use a condom, preferably treated with a potent spermicide. Women as well as men should bring their own supply of condoms and store them in a dry place away from heat.

**Put together a health/first aid kit.** Include water purifying tablets and re-hydration salts for use in a gastrointestinal crisis. Add rubber gloves to protect you from blood-borne infections should you be administering first aid. If you are traveling to a country where hypodermic needles are routinely reused, ask your physician to provide you with a small number of needles and a note to explain they are to be used in the event of your needing intravenous treatment. Take supplies that may not be readily available, such as contact lens solution and feminine hygiene products. If possible, take a first aid course before you go. If you are traveling to high risk or remote areas, where access to medical care may be hours away, you are encouraged to complete wilderness first aid training available through Global Support Services; please contact them for more information.

### Other Important Pre-Departure Planning

Prior to departure, it is important for you to educate yourself about your destination country. You should review the country guides and security reports available from:

- ▶ International SOS (<https://globalsupport.harvard.edu/travel-tools/emergency-response-program/country-guides-alerts>)
- ▶ U.S. Department of State (<http://travel.state.gov/content/passports/english/country.html>)

and be aware of any advisories and travel warnings regarding your destination(s).

**Begin to read local news sites and other media** from the country/city where you will be located, to get a sense of how people within the country view and understand the issues. Set news alerts for the country and for particular topics of interest. Local news websites, guidebooks, and tourist bureaus can also provide good in-depth information on local services, rules, customs, and values. Examples include *Lonely Planet*, *Economist* country briefings, and the *CIA World Factbook*. Harvard University research centers and programs and the HarvardWorldwide website (<http://worldwide.harvard.edu/>) can also be helpful.

Consider the **possible threats to your safety**, when they might occur, and how you might react if you are faced with them. These include, but are not limited to, physical violence or threats of violence, theft, assault, sexual harassment, traffic accidents, health risks, natural disasters, kidnapping / hostage situations, defamation campaigns, natural disasters, and terrorist activity.

You should **be aware of the prevailing national sentiment toward the U.S. and U.S. citizens** in the countries that you will visit. If you are a citizen of a country other than the United States, you should contact your consulate or embassy for travel advisories and other relevant information, and be aware of how your travel might be perceived. You should also be aware of the **prevailing local sentiment toward people of your cultural background, race, religion, gender, sexual orientation, etc.** and be aware of the laws and codes of conduct that are likely to affect you.

**Prepare a list of key telephone numbers you may need and know how to use them.** These should include International SOS, police, fire, your hotel, and the nearest U.S. (or other relevant) embassy or consulate. Compile 24-hour contact information for your sponsor/organization, not only office numbers, even if they plan to meet you at the airport, as you or they could be unexpectedly delayed. Know how many



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digits of the entire phone number are needed to make a local call. Research in advance how to phone the U.S. from a pay phone or house phone from each country you will be visiting. A helpful website is [www.countrycallingcodes.com](http://www.countrycallingcodes.com). Please note that 1-800 numbers will not work from outside the U.S. Check with your credit card company for the alternate number in case you need to report the card lost or stolen.

**Establish an emergency communications plan.** Choose an out-of-town contact (e.g., a friend or family member) who will regularly check in with you by phone or email. Make sure your contact has a copy of your main documents such as passport, health insurance, International SOS evacuation services information, and Harvard Law School emergency contacts. Remember that sometimes during emergencies email can get through when calls don't. If your internship or research requires travel within the country, leave a copy of your itinerary with your supervisor or another appropriate person.

**Familiarize yourself with the local language.** Learn some basic phrases and in particular at least the key phrases to seek help for an emergency. It can also be useful to carry with you such phrases in written form so you can signal the need for assistance. You should also know which non-verbal behaviors are considered rude or inappropriate and which are commonly used (hand gestures, greeting by bowing, kissing or shaking hands, etc.).

**Secure your money, travel documents and valuables.** Do not carry large amounts of cash. Determine in advance whether you will be able to use credit/debit cards or have access to ATMs. Use credit/debit cards for most purchases if possible. Withdraw money only from well-lit ATMs and in busy places. Be sure to have a safe place to keep your passport, visa and tickets while traveling. Make two photocopies of important documents such as your visa, airline tickets, driver's license, passport, and credit cards; pack one copy separately from the originals and leave one copy at home. Take a photograph of important (non-sensitive) documents that you can keep in your phone or email to trusted contacts. Carry the minimum number of valuables, and put them in various places rather than all in one wallet or pouch.

**Pack wisely.** Be sure to consider the climate and typical weather for your destination during the time you will be visiting. Don't bring anything you would hate to lose, though you might consider purchasing traveler's insurance for items such as a laptop or digital camera. If you wear glasses, pack an extra pair. Pack any medicines you need in your carry-on luggage. To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel. Bring a guidebook and map.

**Find safe accommodations and modes of transportation.** Check carefully to ensure that the area you will be staying in is considered safe. Be sure to read the fine print on a lease or other agreement. Know how extensive, safe and reliable the public transportation system is in the country or region you will visit and which forms of public transportation are safest to use. Beware of unmarked cabs.

**Protect your computer and data.** Consider the kinds of data you have stored on cell phones, computers, and other electronic devices that you are traveling with and plan for the protection of that data. Review and follow Harvard University guidelines (<https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/health-and-safety/planning-and-precautions/data-security-for-international-travel/>) for handling research data and other confidential information. Consult with HLS Information Technology Services before you travel if you have any questions.



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Please see the HLS International Travel webpages (<https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/>) for more advice on planning and precautions.

### HLS Emergency Contact Information

If you experience an emergency while abroad, it may be necessary to first call local responders (i.e., police or fire department) or International SOS (+1 617-998-0000 for medical and security emergencies) and then notify the appropriate HLS contact person.

Program / Type of Travel	Contact	Email / Telephone
Winter Term International Travel Grants	Sara Zucker, Director, International Legal Studies Andre Barbic, Program Officer, International Legal Studies	<a href="mailto:szucker@law.harvard.edu">szucker@law.harvard.edu</a> +1 617-495-9030 <a href="mailto:abarbic@law.harvard.edu">abarbic@law.harvard.edu</a> +1 617-496-3732
Clinical Programs [Students who received an international travel grant to do a clinical abroad should see the contact information for Winter Term International Travel Grants above]	Jill Crockett, Associate Director, Office of Clinical and Pro Bono Programs	<a href="mailto:jcrockett@law.harvard.edu">jcrockett@law.harvard.edu</a> +1 617-495-5202
Human Rights Program	Abadir Ibrahim, Associate Director, Human Rights Program	<a href="mailto:abibrahim@law.harvard.edu">abibrahim@law.harvard.edu</a> +1 617-495-6912
Institute for Global Law and Policy	Kristen Verdeaux, Administrative Director, Institute for Global Law and Policy	<a href="mailto:kverdeaux@law.harvard.edu">kverdeaux@law.harvard.edu</a> +1 617-495-3162
Program on Law and Society in the Muslim World	Ceallagh Reddy, Program Administrator, Program on Law and Society in the Muslim World	<a href="mailto:creddy@law.harvard.edu">creddy@law.harvard.edu</a> +1 617-496-3941
Program on Negotiation	James Kerwin, Assistant Director, Program on Negotiation	<a href="mailto:jkerwin@law.harvard.edu">jkerwin@law.harvard.edu</a> +1 617-495-9688
Student Organizations	Allison Patenaude, Senior Associate Director, Office of Community Engagement, Equity, and Belonging	<a href="mailto:apatenaude@law.harvard.edu">apatenaude@law.harvard.edu</a> +1 617-384-0006
J.D. Winter Term Writing Program (if not through one of programs listed above)	Lisa Langone, Academic Affairs Coordinator, Office of Academic Affairs	<a href="mailto:llangone@law.harvard.edu">llangone@law.harvard.edu</a> +1 617-496-1696
LL.M. Winter Term Writing Program (if not through one of programs listed above)	Nancy Pinn, Director, Administration and Student Affairs, Graduate Program	<a href="mailto:npinn@law.harvard.edu">npinn@law.harvard.edu</a> +1 617-384-8302