



## Winter Term Abroad Requirements and Preparation

- ➔ Register trip in the International SOS MyTrips platform and update information as needed: <https://www.globalsupport.harvard.edu/travel/register-travel>
- ➔ Review, sign, and return the appropriate **Assumption of Risk and General Release form**: <https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/assumption-of-risk-forms/>
- ➔ Complete Global Support Services on-line orientation no later than December 15, 2023: <https://www.globalsupport.harvard.edu/travel/pre-departure-support/orientations-consultation>. This step must be completed once per academic year.
- ➔ Complete and submit any **program-specific paperwork**, such as grant agreements or vendor set-up documentation.
- ➔ Obtain an **International SOS emergency response program** membership card and review the program's services (<https://globalsupport.harvard.edu/travel-tools/emergency-response-program>) and additional health and safety information (<https://hls.harvard.edu/ils/opportunities-abroad/international-travel-procedures/health-and-safety/>).
- ➔ Review Harvard's **Global Support Services travel risk ratings**, if considering travel to a high-risk area (<https://www.globalsupport.harvard.edu/travel-tools/risk-ratings>), and complete **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.
- ➔ Make **travel arrangements** and obtain any **necessary travel documents** such as passports and visas: <https://globalsupport.harvard.edu/travel-tools/visa-passport-services>. Attend a **Health Services Travel Clinic** if necessary for travel-related health information as well as advice regarding any necessary **inoculations and medications**.
- ➔ Continue to develop a **very specific and well-defined work plan**. Create a detailed and realistic plan or schedule of what you need to do before and during winter term to accomplish your goals. If you intend to conduct interviews, confirm interview appointments and develop questions in advance of your departure. If you are doing a clinical project, communicate with your in-country supervisor before you arrive so that you have a clear understanding of what your role and responsibilities will be.
- ➔ Continue to consult with your **faculty advisor**. As you revise your work plan, ask your faculty advisor for feedback and recommendations.
- ➔ Contact and obtain **approval from the Committee on the Use of Human Subjects**, if necessary: <http://cuhs.harvard.edu/>.
- ➔ Consult with a **reference librarian** ([research@law.harvard.edu](mailto:research@law.harvard.edu)). Make sure that you have done basic research on the relevant topics and exhausted all resources available through the HLS library so that your time abroad is reserved exclusively for accessing and reviewing those items that you cannot obtain at or through the HLS library.
- ➔ Conduct **contextual research**. Familiarize yourself with the conditions in which you will be working. Talk to students, faculty, or others who have experience in that setting so that you can better anticipate and prepare for challenges. Ask for contacts who might be helpful in facilitating your work. Set up news alerts for the country you will be working in and for particular topics of interest within the country or region.
- ➔ **Track and document expenses** in accordance with program-specific requirements.
- ➔ Complete any **additional program-specific requirements** upon return.