



INTERNATIONAL TRAVEL CHECKLIST

This form is for personal use; it does not need to be submitted to GEO.

- ☐ Review **university policies** regarding international travel: [International Travel Policy](#) and [Policy on Travel \(general\)](#).
- ☐ If you are not a U.S. citizen or permanent resident and UNCG sponsors your **F or J category visa**, consult [International Students and Scholar Services](#) well in advance of your travel.
- ☐ If planning to travel to an **unapproved travel location** as per the [Approved and Unapproved Travel Locations List](#), complete and submit a [Petition for Exception to Policy on University-Affiliated International Travel](#) at least **60 days** in advance of the proposed travel date and before making travel arrangements.
- ☐ If traveling **with students on a non-credit bearing program**, a [Group Travel Application](#) must be submitted **120 days** prior to departure.
 - If traveling with students on a **credit bearing program**, please make sure to have followed the appropriate steps and timeline to create a [Faculty-Led Study Abroad Program](#).
- ☐ Register your travel with the [UNCG International Travel Registration System](#) at least **four weeks** before departure.
- ☐ Register your travel with [UNCG's Research & Integrity Export Controls](#) by completing the [Export Control Form](#) to ensure compliance with Federal export control regulations.
- ☐ Research **current conditions** in your intended destination by searching [U.S. Department of State Country Information Pages](#).
- ☐ Register travel with the [U.S. Department of State Safe Traveler Enrollment Program \(STEP\)](#) and complete the [U.S. Department of State Traveler's Checklist](#).
- ☐ After insurance enrollment is processed, [GeoBlue](#) will email each traveler their login credentials (check your spam folder). You must complete the **GeoBlue registration process** to gain access to GeoBlue resources online and the GeoBlue smartphone app.
 - *Note that student travelers will have charges for GeoBlue coverage applied to their student accounts.*

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