



Middlebury

**Pre-Departure Checklist for Faculty/Staff Engaging in Research Abroad**  
(With or without students)

**Faculty/Staff taking Student Research Assistants Abroad**

**Before student research assistants are paid, reimbursed, or have expenses covered** (airfare/food/lodging), please be sure you have completed the following:

- Check to see if your student research assistant needs approval from Middlebury College/MIIS to participate in the research project with you.
  - If research is to be done abroad in a country where there is a [US State Dept Travel Advisory](#), students must go through a review process overseen by the Global Operations Committee. Students will be asked to complete the [International Activity Review Form](#) in which they describe the risks and their emergency action/contingency plans. A decision will be communicated to the student within two weeks of receiving the request for review. If approval is granted, the faculty member will be expected to continue to monitor the situation that prompted the second level of review from the time of approval through the students' return.
- Ensure that the student has registered his/her travel in the college's [Travel Registration](#) system (for every trip abroad). (Though not required as a faculty member, you should register your own travel in that system.)
- Secure [Health Insurance](#) policy if your current plan doesn't cover you overseas.
- Provide your student research assistant with the pre-departure checklist for students available [here](#).
- If your student research assistant is not going to be paid (even if their expenses are being covered), inform the student that s/he must fill out the [Volunteer Form](#).
- If you hire a Middlebury College/MIIS student who is not a U.S. citizen, please have the student consult with the [Tax Office](#) and the [International Student & Scholars](#) office to ensure that s/he fully understands the tax obligations and immigration issues. If the student is a citizen of the country in which the research is being performed, there could be substantial tax obligations.

**Other Tips for Faculty/Staff Research Abroad**

**Visa – before you go**

- Ensure passport is valid for at least 6 months beyond your intended stay.
- Obtain appropriate documentation to travel, study, work and/or reside in that country.  
See [Immigration and Visa](#) for visa agencies and be sure you apply for the appropriate visa if you will be on "college business" while abroad (including grant-funded projects). The [U.S. State Department](#) has "Country Information", including visa requirements for all countries.
- You may need official permissions for your research or for aspects of it (e.g., human subjects, archaeological research). You place yourself and the institution at risk if you do not obtain appropriate permissions.
- Keep copies of your passport and visa and work permit at home and with you when you are travelling.

## **Health and Safety**

- Register with Middlebury's Travel Registry: [Register My Travel](#).
- Register with the [U.S. State Department](#) or with the embassy of the country of your citizenship.
- Download the Global Rescue GRID application which is available at the Apple Store (iOS 5 and above), Google Play (Android 4.4 and above), and BlackBerry App World (10.2 and above). Through this application, you will be able to reach out directly to Global Rescue in an emergency via its in-app emergency call button.
- Review the predeparture [Health Information Guide](#).
- Review the [Simple Steps for Safer Travel](#).
- Review required (and recommended) immunizations on [Centers for Disease Control](#) website.
- Be prepared to handle any health expenses. The Middlebury health plan covers costs outside the U.S., but you will probably need to pay and then request reimbursement.
- Bring your insurance card and proof of insurance letter with you. Bring local emergency numbers and the [Global Rescue card or contact information](#).
- Check whether required medication is available in your destination country or stock-up on supplies before leaving; verify that your medications can be taken into the countries.
- Check whether your insurance covers medical evacuation and repatriation of remains. Employees on the standard U.S. benefits program are covered by the Assist America [Worldwide Travel Assistance](#) program offered through UNUM.
- Review [U.S. State Department's](#) country specific briefings.
- Create an emergency protocol.

## **Travel**

- For car rental: check age restrictions and driver's license requirements. If you have AAA, check to see if there's a counterpart that provides services. Purchase the insurance offered by the agency.
- Bring a calling card for emergencies (make sure it works for the countries you'll be in).
- If federally funded, all international travel must be on US carriers. Contact the [Office of Grants & Sponsored Programs](#) or [Director of Grants & Contracts Administration](#) for more information.

## **Finances**

- If you are using college funds (including grants paid through the college), verify the requirements for travel advances and reimbursements with the appropriate budget administrators.
- Use a college p-card (if you have one) for in-country expenses as much as possible (ideally one that's coded to your grant).
- Determine whether you will need cash in local currency when you arrive.
- Determine how you can get cash in host country: ATM? Credit Card? Traveler's Checks? Wire transfers? Checks? Bank drafts? Bring an emergency reserve in cash or traveler's checks in USD.
- Bring debit/credit cards and the information on the card (number of card, phone number to call in case the cards are stolen). Notify debit/credit card companies of your travel plans. Make sure your credit card (Visa, Mastercard, etc.) is accepted in the countries of travel.

## **Visa and Reporting – after you arrive**

- Do you have to register (or get a visa) in your host country/town?
- Are there any requirements to check-in during various intervals?
- Do you have to unregister when leaving?
- Are there any reporting requirements such as tax reporting?

### **Communication**

- Will there be readily available internet access? Will your computer work – is there readily available electricity? Is the voltage the same or do you need adapters? What kind of adapter?
- Does your US cell phone work or do you need a new cell phone or special “card” – where to buy it? What are the costs?
- If you are taking your computer, consult the [Export Control](#) website for advice.

### **Additional Resources**

- [Policies and Protocols for International Programs/Activities](#)
- [International Emergency Management Plan](#)
- [U.S. State Department](#) – international travel advice and information
- [Centers for Disease Control](#) – Travelers Health Information (including what immunizations are required or suggested)
- “Tips for Faculty going on leave”: This is a section of the Academic Affairs website page on the [Research Leave Program](#). Scroll down!
- [Checklist for Students Going Abroad](#): Includes additional information more appropriate for those who don’t travel abroad frequently.
- [Study Abroad: Pre-Departure Handbook](#) – although designed for students going abroad on non-Middlebury programs, it could be a helpful resource particularly if you haven’t travelled abroad recently.