ST. JOHN'S UNIVERSITY

INTERNATIONAL EDUCATION

Resources for Independent International Travel

Any student traveling abroad for any St. John's University purpose (e.g., academics, service, conference attendance) MUST be vetted through the Office of International Education with at least 90 days advanced notice. See pages 3–4 for international student travel policies and procedures. For more information, contact Dennis Cuadros, Assistant Director of Short-Term Programs, at **cuadrosd@stjohns.edu**.

Know Your Destination and the Requirements for Entry.

State Department Travel Advisories

The first step in preparing for your trip abroad is to verify that your passport will be valid for long enough **after your intended stay abroad** in order to allow you to re-enter. Many countries require three- or six-month validity **beyond** your travel dates, as well as a specific number of blank pages in your current passport.

The US Department of State lists the passport validity requirement for each country in the Travel Requirements section of their Travel Advisories. You will also find useful information on that country's travel advisory level and on general safety concerns for your destination country.

https://travel.state.gov/en/international-travel.html

The US State Department information pages provide important information regarding your destination country, including

- The US Embassies and Consulates in that country;
- Whether a tourist visa is required for entry;
- The required length of validity for your passport; and
- Basic information on
  - Safety and security
  - LGB travel
  - Faith-based travel
  - Travelers with disabilities.

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US Centers for Disease Control and Prevention (CDC) Travel Health Notices:
https://wwwnc.cdc.gov/travel/notices

The CDC Travel Health Notices provide country-specific travel advice, along with special considerations by travel type, health concern, and pretravel preparations.

Do I need an entry visa for my destination?

Depending on your destination and your nationality, you may need an entry visa from the consulate for your destination country or countries. Though US citizens often benefit from visa-free travel, certain countries, such as China, require that all US travelers apply for a tourist entry visa for short-term travel. US passport holders can review the State Department information page for their destination country to verify whether an entry visa is required.

Starting in 2026, US passport holders traveling to countries within the European Union will be required to pay for and submit an online application within the European Travel Information and Authorization System. For more information, please visit https://travel-europe.europa.eu/etias_en.

US and other visitors to the United Kingdom may not require an entry visa, but will be required to apply online for UK Electronic Travel Authorization prior to arrival. You may verify your requirements by visiting gov.uk/check-uk-visa.

REGISTER YOUR TRAVEL:

The US Department of State's Smart Travel Enrollment Program (STEP): https://step.state.gov/

As part of our study and service abroad programs, we register all students and program directors with the US Embassy for their destination country, and recommend that independent travelers do so for themselves. By registering for STEP, you will automatically receive updates should any situations arise on the ground, from transportation strikes, public protest, and areas to avoid, to natural disasters and other emergencies. Note for foreign nationals: your home embassy may have a similar service available.

World Travel Protection: Travel Assist Mobile App

St. John's recommends registering for the World Travel Protection–Travel Assist mobile app, which will provide current alerts for your travel area and access to call for assistance.

Health Insurance

Verify your coverage abroad with your regular health insurance company and carry a copy of your insurance card with you during your travel. We recommend that you program the insurance company's international toll-free phone number into your phone, or have access to it in your documents or photos. In many instances abroad, you will need to pay out of pocket for medical expenses; your insurance company may offer reimbursement, according to your plan coverage.

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International Travel Assistance

In addition, the University provides international coverage for emergencies through Healix International Travel Assistance:

- Download the Healix Travel Oracle App, available in the App Store or Google Play, and register as a new user with the St. John's policy number: STARR278241.
- You should enter your itinerary before traveling.
- With the app downloaded on your smartphone, you will receive alerts related to weather alerts, political unrest, strikes, etc. It shows US embassies in the country and has an emergency response number, if needed, in the event of an issue.

If you are traveling for St. John's business, we recommend the following resources:

HR Policy 615: Travel Accident Insurance

The University carries a policy providing Travel Accident Insurance when such travel is in connection with employment at the University. For specific coverage information, contact the Employee Benefits Office at 718-990-2363.

St. John's University Business Expense Policies and Procedures Manual

- Visit www.stjohns.edu/who-we-are/leadership-and-administration/administrative-offices/business-affairs.
    - Select Manuals
    - Select *Business Expense Policies and Procedures*.
- All sanctioned travel requires preapproval from your department head and budget administrators.
- All St. John's employees traveling in connection with their role at the University are required to submit a preapproval request through Concur, which will be connected to your Concur expense report upon your return. All expenses must be submitted within 30 days.

Predeparture Preparation Reminders

- Photocopy and/or take a photo of your passport information page. Make sure your passport is signed!
- Photocopy and/or take a photo of your driver's license or other government identification.
- Photocopy the front and back of your credit and ATM cards. It is good to program your bank phone numbers into your cell phone.
- Program the phone number for the local US Embassy abroad into your cell phone.
- Know the local equivalent of 911 and program it into your cell phone.

International Student Travel Sanctioned by or Affiliated with St. John's University

The Office of International Education (OIE) maintains a rigorous student safety protocol for all international student travel associated with academics, service, and conference attendance abroad. The protocol is dictated by best practices in the field of international education, and is coordinated with Department of Public Safety, General Counsel, and a student travel assessment committee overseen by the Office of Global Programs.

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For all student travel outside of the United States and its territories, OIE should be made aware **at least 90 days in advance of departure** to assist with following preliminary reviews:

- OIE will vet the program itinerary with St. John's Public Safety and the pertinent Regional Security Officer for the destination within the US Department of State's Overseas Advisory Council. OIE is required to provide the day-to-day activities, the name and contact information for any hotel or accommodation, as well as the names and contact information of all transportation companies used as part of the program.
- OIE will verify the destination's Travel Advisory Level with the US Department of State, along with CDC Travel Advisories for the destination countries. Countries with a Department of State designation of Level 3 or 4 may require higher scrutiny and review by the Student Travel Assessment Committee, and Level 4 countries may be deemed too risky for our student population.

Once a program receives approval from OIE to move forward, OIE will provide the following resources to student participants and program directors:

- All students, faculty, administrators, and staff traveling with the program will be registered with the US Department of State's Smart Traveler Enrollment Program for the duration of the program, connecting them to urgent updates from the local US Embassy abroad.
- All participants and program directors will be enrolled in Chubb International Travel Insurance for complete physical and mental health coverage for the duration of the program.
- All participants and program directors will have access to 24-hour emergency response phone numbers in Europe and New York.
- All participants will have access to an emergency mental health hotline.
- All program directors will have access to Chubb and World Travel Protection.
- All student participants will receive an emergency contact wallet card to carry with them throughout the program.
- All academic participants will participate in a mandatory online predeparture orientation, as well as in-person cross-cultural training.