



**Graduate and Professional Handbook
International Travel and Clinical Rotations**

**A resource for Pacific University students, faculty and staff in the
Colleges of Optometry, Health Professions and Education**

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Introduction

As a graduate student/ professional student, faculty or staff at Pacific University you have the opportunity to study, participate in a service learning activity, conduct research or do one of your clinical rotations in another country. Pacific University has opportunities in many parts of the world as part of our mission to prepare global citizens.

This handbook is an overview of what you need to do, think about, and be prepared for as you plan your experience. Included are specific steps you need to take to ensure a safe trip. Each program or country may also have additional requirements so make sure you check with a coordinator of the trip, your Director, Dean or the Office of International Programs to make sure you have completed all the pre-trip requirements.

As you begin this process, be open to the opportunities that will await you. Think clearly about your goals for the trip. Read about and research the location you will be going to. Think about how you honor the culture of the place and what you hope to bring back to your fellow students and colleagues.

1. Examples of international experiences for Pacific graduate and professional students

Student led service learning trips

The College of Optometry, Amigos Club does eye care mission trips in many parts of the world. Students provide eye exams and glasses to those who need care.

Faculty led service learning trips:

In the College of Health Professions, students and faculty have gone to Nicaragua to provide interdisciplinary care for elders.

Clinical rotations:

Several programs provide an opportunity for students to do one of their clinical rotations in another country. The Physician Assistant Studies program has several opportunities for students in China, Kenya, Ecuador, Honduras and other locations.

Language and/or cultural immersion trips:

The College of Education has had trips to Mexico and Kenya. The School of Professional Psychology has had trips to Mexico. Some other programs combine language immersion with clinical or service learning projects.

Contact your program director, dean or clinical coordinator to find out about these and other opportunities in your program.

2. Required Documents for all programs

A. Passport

If you do not already have a passport, apply for one immediately. Applications for a U.S. Passport are available at the Passport Center, 1221 Southwest 4th Avenue, Portland, OR 97204

You can also download an application, or a renewal application, via the World Wide Web at: <http://travel.state.gov>. For more information contact the International Programs Office.

Take the completed Passport Application, two passport-size photos, 2 proofs of identity to your Passport Application Center. This can be a federal building or a post office. **YOU MUST DO THIS IN PERSON.** Please contact the Post Office for cost. It should take about 6 weeks to receive your passport.

If you already have a passport, **please check that it has not expired and that it will be valid for at least six months beyond your planned return to the United States.** If you applied for a passport when you were 18 years old or older, it should be good for 10 years.

Keep a Xerox copy of the first two pages of your passport in a separate location from the passport itself. You should also leave a copy with a friend/family member here, and the School or College office. This will help if your passport is lost or stolen.

Other Useful Information: The Passport Agency normally takes from *six to eight weeks* to process your passport. If you are under a time constraint, there is an available *Expedited Service* that can process your passport in three working days upon receipt at the Passport Agency. Contact the passport Agency for cost of expedited service. You may also be asked to provide additional documentation proving your identity. In case this occurs, you should *locate* other acceptable documents in order to save time. Suggested documents include high school and college transcripts, tax records, marriage certificates, and enlistment papers for the U.S. military service.

B. Visa

A visa, usually a stamp on a page of your passport, is the official permission to visit or study in a country granted by that government. There are different types of visas; the most common are study, work, and tourist. Be sure that you understand the type of visa you need and, if necessary are issued one prior to travel. Generally, if you are going abroad on a U.S. college or university language immersion program, a clinical rotation or a service learning project that is not affiliated with a specific university or college abroad, you are not eligible for a student visa because even though the purpose of your visit is “for study”, you will not be enrolled in a college or university of that country.

In most of these cases, the correct visa type is normally a tourist visa. However, it is your responsibility, firstly, to ascertain the correct visa and, secondly, to complete any required applications in a timely manner. In most instances your overseas program sponsor and/or program coordinator should be able to assist you with this. If you need further assistance, the International Programs Office will be happy to help you identify relevant online resources.

Make sure you check how long you can be in the country with the required visa. This varies from country to country. Fees for visas vary from country to country. Many countries require an “exit” fee or documentation as well as entry information. The coordinator for your study abroad experience will give you specific information relevant to your elective site and/or host institution.

3. Things to Think About

Power of Attorney

If your signature will be needed for any official or legal documents, such as financial aid monies or issues with your family, you should make arrangements for “power of attorney” to be held by an appropriate person to act on your behalf. You can do this by writing out in detail the **specific** duties that the person you choose will execute. Take this to a notary and have it notarized. Also if you have dependents, make sure you have a will or other documents in order before you go.

A Conversation with your family/friends

Your family/friends may have concerns about your trip. Be honest and open about where you are going and what contingencies are in place. Provide them with a number/email at the university who is designated as a contact. Talk to them about where specifically you will be going, where you will be living and who you will be with. Often if there is an incident in a country, it may not be near you, but family/friends will see in the US news only the country name. If the university requires you to sign a waiver of rights, make sure you share this with your significant other/family.

4. Health Issues

Things to Take with You

- Health Insurance Identification
- Health records (list of illnesses, surgical history, drug allergies, blood type, special medications, record of any allergies)
- International certificates (e.g. vaccination record). These are available through the University Health Service (student health) or International Travel Clinic
- Copies of your prescriptions
- Personal travel health kit (calamine lotion, antiseptic, insect repellent, sun screen, painkillers, diarrhea and constipation medication, bandages, motion sickness preventive, prescription medicines)

Everyone's body reacts differently to new foods and eating habits, as well as to new environments. Some people gain weight, others lose it. Some get a little sick from trying new foods, others can eat anything without getting sick. It may take a few weeks for your body to adjust to the new ingredients you will be eating. But don't let your fears get in the way of tasting new foods; that is half the fun of learning a new culture. You may want to take your favorite over-the-counter medicines (i.e. aspirin, upset stomach tablets, antihistamines, etc.). If you are ill the first few days, it may be too stressful to try to find the items you need while attempting to negotiate your way in a new country. **Make sure all medication is in its original sealed package when traveling overseas.**

Women, check with others concerning the availability and quality of feminine hygiene products in the country to which you will be traveling. You may find them difficult to purchase and/or extremely expensive in particular regions of the world.

A. Inoculations and vaccinations

Some vaccinations may be required to enter certain countries. Other vaccinations may not be required, but suggested. U.S. State Department issues Consular Information Sheets that include information on entry requirements and medical facilities. Check out their website at www.travel.state.gov. The U.S. Center for Disease Control and Prevention also provides detailed information on the vaccination requirements and suggestions for foreign countries as well as a list of vaccinations recommended by the CDC for Americans traveling overseas. <http://wwwnc.cdc.gov/travel/>. A foreign country's regulations are usually more concerned with the health of their own citizenry than with your health. They primarily want to ensure that

you are not a carrier of a disease, not whether or not you will contract a disease while you are there.

- **Where can I get them?**

In the Portland area, travel vaccinations, informational seminars, and informational packets are available at a variety of travel clinics. You will generally have to pay for these immunizations. For a complete list see: <http://www.pacificu.edu/healthcenter/travel/index.cfm> at the Student Health Center. If you are living outside of Portland/Forest Grove you should contact your local Health Department, local Hospitals, and/or your family physician and inquire about availability, locations, costs, and how to make an appointment. Vaccinations sometimes interact with other medication you are taking. Make sure you start early to avoid any last minute problems.

- **When should I get them?**

You should make an appointment for international travel vaccinations at least two months prior to your departure date. Vaccinations may need 4-6 weeks to take effect.

- **What should I bring with me to my appointment?**

You should bring information on travel dates, itinerary, and type of accommodations. You should also bring your past immunization record including information on tetanus shots, past travel immunizations, and a yellow international certificate of vaccination if you have one. The doctors will also need a list of any allergies you might have and medications you are currently taking. In addition, you should bring any recommendations for travel vaccinations from your travel agent or other sources.

- **Vaccination and inoculation record:**

You will be given a form that has these immunizations noted. You will need to give a copy to the Program Coordinator/Dean/Director. The World Health Organization does have a form that you can download if your provider does not have one: http://www.who.int/ihr/IVC200_06_26.pdf

B. Medication: If you are currently taking medication, be sure to take enough for the duration of your stay. You may not be able to find the same medication overseas. For customs purposes, it is advisable to leave all prescriptions in their original labeled containers. Also, keep an original copy of the doctor's prescription with your passport. These materials should assist your processing through customs and insure that you won't break any laws of the country you are entering. If the medication you are taking contains narcotic substances, you may want to consult the consulate of the country where you will be studying to see if it's legal.

- It is advisable that you take your own syringes if you require regular injections.
- If you have a special medical condition (including allergies to medications), it is a good idea to buy a medical alert bracelet.
- If you use any kind of specific, over-the-counter medications, take enough to last your entire trip.

C. Staying Healthy

To help insure that you have a healthy study abroad experience, please follow the following guidelines suggested by the U.S. Center for Disease Control and Prevention. These are guidelines and you should use your judgment about whether all these apply.

- **Do:**
 - Wash hands frequently with soap and water.
 - **Drink only bottled water or carbonated drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes.** Cholera, Hepatitis A, and Typhoid Fever are some diseases carried by food and water.
 - Eat only thoroughly cooked foods or fruits and vegetables you have peeled yourself. **Avoid fruits and vegetables that do not have peels.**
 - If you are visiting an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed.
 - Protect yourself from insects by remaining in well-screened areas, using repellents, and by wearing long-sleeved shirts and long pants from dusk to dawn. Many diseases, such as malaria, are transmitted by mosquito bites.
 - To prevent fungal and parasitic infections, keep feet clean and dry and **do not go barefoot.**
 - Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.

- **Don't:**
 - Don't** eat food purchased from street vendors.
 - Don't** drink beverages with ice.
 - Don't** eat dairy products unless you know they have been pasteurized.
 - Don't** share needles with anyone.
 - Don't** handle animals, especially monkeys, dogs, and cats. Avoid bites to prevent serious diseases such as rabies and plague.
 - Don't** swim or wade in fresh water. Salt water is usually safer.

- **What you should take with you (not all may apply to your site).**
 - Long-sleeved shirts and long pants to wear while outside whenever possible to prevent illnesses carried by insects, such as malaria.
 - Insect repellent containing DEET (diethylmethylnolamide), in 30% - 35% strength. Travelers who will not be in air conditioned or well screened housing should purchase permethrin impregnated bed netting.
 - Over the counter antidiarrheal medicine to treat traveler's diarrhea.
 - Iodine tablets and water filters to purify water if bottled water is not available.
 - Sun screen, sunglasses, etc.
 - Prescription medications: make sure you have enough to last your entire trip as well as a copy of the prescription(s).

5. Other health issues

HIV Infection and Sexual Safety

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 47 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

While studying abroad, and even in the US, we receive mixed messages about sexuality. Be aware of the messages you are receiving and have enough self-respect to take care of yourself. While studying, working or traveling abroad, you will no doubt be exposed to all kinds of new experiences that you may want to try. Remember that AIDS is everywhere around the world, and only your behavior can prevent you from acquiring the disease. **Specifically, students studying abroad should be aware of condom quality, HIV antibody testing, clean blood supplies, sterile needles, and medical facilities in the target country.**

Condom Caution: Condoms, when used consistently and correctly, prevent transmission of HIV. Condoms can be difficult to acquire, particularly in Eastern Europe and in parts of the developing world. In addition, the ones you do find may be of lesser quality than you are accustomed. Take responsibility for yourself. The best prevention is abstinence. However, you may want to bring condoms with you, even if you are not planning on being sexually active while abroad.

HIV Antibody Testing Requirements: Some countries screen incoming travelers (especially those on extended visits and students) and prohibit entry of those students with AIDS and those who have tested positive for HIV. Any country may reserve the right to require HIV testing from any visitor. Make sure you are aware of each country's policy to which you will be traveling. This information is available from the consular officers of individual countries or by calling the US State Department Office of Public Affairs at (202) 647-1488. The website www.travel.state.gov also has information on HIV/AIDS screening. **Clean blood supplies and sterile needles:** In the USA, Australia, Canada, Japan, and western European countries, the risk of infection with HIV through a blood transfusion is greatly reduced through mandatory testing of all donated blood for the presence of antibodies to HIV. Other countries may not have a formal program for testing blood or biological products for antibodies to HIV. Sterile single-use disposable needles may not be available. **Diabetics and other persons who require routine or frequent injections should carry their own supply of syringes and needles sufficient to last their entire stay.**

If you do need a blood transfusion due to blood loss while abroad, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test. If this is not possible, you should ask for a **Colloid or Crystalloid Plasma Expander**, which increases blood volume without the use of possibly contaminated blood supplies. If you provide assistance to an injured person while abroad, vigorous hand washings have been shown to be very effective against HIV. Students may also use gloves for protection.

6. Health Insurance

There are different types of insurance to consider:

1. Major Medical Insurance: This is insurance that will provide benefits to you overseas for medical emergencies. For example, if you need emergency surgery this insurance will provide some level of benefit depending on your policy. For overseas travel you need either the coverage provided by Pacific University or another insurance carrier. **You are required to have health insurance.**
2. Emergency Medical, Evacuation and Travel Assistance Services: All students, faculty and staff who are traveling on a university sanctioned program have these available through AIG and the Travel Assist Plan. Although failure to register won't preclude coverage, Pacific University requires you to register with the Travel Assist plan before departure in order to expedite the processing of a claim or assistance services should the need arise. Other important travel information and assistance services are outlined on the member website. The link to the registration site can be found on the AIG Travel Assist Registration Verification Form on the University Study Abroad Forms and Documents page <http://www.pacificu.edu/as/intlprograms/StudyAbroadForms.cfm>. Students are encouraged to study the Travel Assist website carefully in order to become familiar with the full range of services available through this plan.
3. Travel Insurance: This insurance can provide reimbursement for delayed flights, lost luggage, additional medical benefits, accidental death benefits, etc. Many people chose this additional insurance for these additional services. There will travel insurance through the university beginning July 1, 2011, but only for trips in which the university purchases the tickets. **This is not required by the university.**
4. Security Evacuation Insurance: If you have been approved to go to an area on the State Department warning list, you will need to purchase security evacuation insurance. These policies provide for you to be moved to a secure area in the case of civil unrest. Sometimes this benefit is provided in a travel insurance policy. You need to check out what is available. **This is required depending on where you are studying or traveling.**

All Pacific students and staff going overseas on business are required to have health insurance with overseas coverage and submit an insurance verification form that provides basic plan details. You will need to carry your insurance policy card and a copy of the insurance coverage with you.

Please note that all Pacific students and faculty traveling on an official Pacific program are covered by the University Executive Assistances Services through ACE (which provides assistance in emergencies and includes medical evacuation and repatriation). This plan is supplementary only and are thus insufficient alone to meet the health insurance requirement.

In addition to health insurance, you may elect to purchase **trip cancellation, baggage loss, and travel accident insurance in the same package.**

While the University does not specifically endorse the plans listed below, the following websites provide options for health and travel insurance that you may wish to investigate:

- CMI Insurance Specialists: <http://www.cmi-insurance.com/>

- CISI Cultural Insurance Services International: <http://www.culturalinsurance.com>
- VISIT-ISIS Health Programs: <http://www.visitinsurance.com/>
- CSA through National Travel: <http://www.csatravelprotection.com/>

If you are traveling to a high risk area, the university may require evacuation insurance.

7. Safety Issues

Leave a copy of the following information at home and keep a copy with you in this Handbook. Items include: the first two pages of your passport, credit card numbers, medical prescriptions, medical records, including allergies, immunizations, and medical history (from your physician) and any other essential documents.

Register your trip online with the State Department at the following web site: <https://travelregistration.state.gov/ibrs/ui/>. This creates a record of your travel in case of an emergency and alerts the US Embassy in your host country of your presence.

If your passport is lost or stolen, report the loss immediately to the nearest US Embassy or consulate and the local police. If you can provide the consular officer with the information contained in your passport, it will speed the issuance of a new passport. **Keep a Xerox copy of your passport data page in a separate place from where you keep your actual passport.**

- **If you are concerned about safety issues abroad**, or are worried about the status of student travelers in times of national crises, you may phone the Bureau of Consular Affairs, Office of Emergency Citizen Service in Washington D.C. at 202-647-5225 for a recorded message, or 202-647-5226 to talk with a Department official or review the travel advisories at the website: U.S. State Department: <http://travel.state.gov>
- **The University reserves the right to cancel a trip if we deem the region/country to be too unstable or a travel advisory has worsened.** Please note that Pacific University policy prohibits travel under the auspices of the University to a country under an official State Department Travel Warning unless an exemption has been approved. While this may be frustrating, please bear in mind that the university's foremost concern is for your safety.

A. Crime Prevention Hints

- Do not take valuables on your trip which you may have difficulty replacing.
- Take a major credit card or debit card, **NOT** large amounts of cash.
- Find out which parts of town the locals consider "risky".
- Stay alert in large crowds, especially in areas frequented by tourists.
- **Carry your money and passport in a neck-purse or hidden pouch.**
- Be alert to the possibility of being under surveillance and report all persons loitering around your residence, following you, or acting suspicious.
- Dress and behave inconspicuously in public.

- Try not to advertise that you are a foreigner by wearing your college sweatshirt or hanging out in typically American bars and pubs.
- If an action or behavior could be considered dangerous in the United States, like walking alone at night, then it is also dangerous abroad.
- Above all, use common sense at all times. If something does not feel safe, it probably isn't.
- Ladies should wear a cheap ring on the fourth finger of their left hand—**Leave expensive jewelry at home.**
- In many countries there is a stigma placed on LGBT students. In some countries it may even be dangerous to be identified as LGBT, and sexual expression among the LGBT community may be illegal. For your safety it may be advisable to research the legal status of LGBT students in your host country before you depart on your program.

B. The American Embassy Overseas

American embassies overseas will assist you in times of national crisis or threatening circumstances. **Embassies will not assist you if, by virtue of your own actions, you break the laws of the country in which you reside.** If you are arrested and taken to jail for a crime you have knowingly committed, the embassy is not responsible for your release. The US government has no funds for your legal fees or other related expenses. If you experience difficulties with the local authorities, remember that American officials are limited by foreign laws, US regulations, and geography as to what they can do. Should you find yourself in need of legal counsel, contact the nearest consular office and they can provide you with a list of attorneys and other services. Consular offices will do whatever they can to protect your legitimate interests but they cannot get you **out of jail.**

Information concerning international legal assistance can be viewed at <http://travel.state.gov>. If you are arrested, immediately ask for the nearest US embassy or consulate to be notified. You have the right to contact the American Consulate. Consular staff typically will visit you, contact family and friends and assist in the transfer of money, clothing and food.

Personal travel:

Please note that any personal travel you do before or after your trip is **not** covered by the university. For example, if you decide to stay and travel in Asia after your clinical rotation is concluded, the university is not liable for your expenses, difficulties or illnesses. Please make sure you have planned for any contingencies.

Grades:

Check with your program to find out if this experience includes a grade. If it does, make sure you understand what you need to do before you leave. You may need signatures of a preceptor in the country or an instructor/university abroad. This is much more difficult to complete once you return home. It is your responsibility to know whether it is graded and how it is to be graded.

Forms

International Travel Contract

Proof of Insurance Form

Traveler information Page

Self Disclosure Health Discussion Page