Planning your Travel

The checklist below is designed to help with planning staff and student travel. The list is not exhaustive and should be considered alongside other University information and external resources.

Check and secure your travel documents

- Passport (valid for at least six months after the travel ends)
  - We recommend that you scan your passport and save a copy to OneDrive, your personal space in the cloud.
- Visa for destination country if required
- Any other documentation that is required for entry into the destination country
- If you plan to hire a car, remember your driving licence – depending on your country of destination, you may need a specific permit to drive in that country, including for UK nationals in Europe after 1 January 2021
- University travel insurance details, including the AIG app.
- Health insurance if travelling for more than a couple of weeks
  - For local healthcare in most EU and EEA countries, an existing EHIC card which is valid at the time of travel, a new GHIC card (the UK government’s new healthcare scheme) or a new UK-issued EHIC card provides the cover you need, depending on the destination country. In certain cases, separate health cover may be required. Full details by country are outlined on the UK government healthcare for UK nationals visiting the EU, EEA and Switzerland website.
- Emergency contact numbers

Ensure your health and safety

- Obtain all necessary vaccinations for your destination
- Check how to access healthcare in your destination country
- Discuss any pre-existing health conditions or medication with your GP
  - Confirm that your medication is permitted in your destination country
  - Confirm that you have a sufficient supply of medication for your trip
  - Do not take more than you will need
  - Consider keeping a copy of your prescription or doctor’s note
  - Note that many medications may not be available in your destination country
- Understand any dietary restrictions at your destination

Plan for your destination

- Read up on the culture, customs and safety of your destination country
  - Discuss any concerns with your supervisor or the Global Office
  - You may also wish to discuss any concerns with Sukhi Bains, the University’s Head of Equality and Diversity, and/or Student Services
  - Read FCDO Travel Advice, including information on safety and security, local laws and customs, and natural disasters
  - Travellers may also wish to register online to access advice and services available from AIG as part of the University’s travel insurance package
- Read the University guidance for securing your technology whilst travelling
- Address any risks and mitigations in your risk assessment if required
- Plan your arrival, including any airport transfers required, and your accommodation
- Check consular assistance available in the destination country
• Check whether you need an adapter
• Familiarise yourself with the local currency, exchange rate and methods of exchange
• Advise your bank of your travel
• Contact your mobile phone provider to determine options for service internationally

Follow University procedures
In the context of the pandemic, ensure you:

• Obtain approval from your School or Unit that your travel is ‘Essential Travel’
• Complete the Covid-19 Travel Risk Assessment Checklist and submit to travel.enquiries@st-andrews.ac.uk
• Complete a travel and fieldwork risk assessment if applicable
• Follow any other procedures required for your travel e.g. postgraduate application for fieldwork; ethical approval

Additional information for Global Office supported Study Abroad and Work Placement programmes

• Attend the compulsory Pre-departure Briefing hosted by the Global Office
• Attend St Andrews Abroad and/or School Pre-departure sessions
• Complete your host institution’s application, if required
• Read the information available on the Global Office – Outbound webpages.
• Complete and return your Pre-departure Agreement before you go
• Complete other documentation specific to your placement as outlined on MySaint and the website before, during and after your placement
• Ensure your term time address is updated on arrival at your host destination
• Keep in touch with the Global Office and your Study Abroad Co-ordinator throughout your placement, and notify the University if you have any issues or concerns while away
• Ensure that you check your St Andrews email account at least twice per week and respond to any requests from the Global Office in a timely fashion
• Ensure you have read the study abroad terms and conditions and the privacy notice for information on how we share data with partner institutions.

Key University contacts

<table>
<thead>
<tr>
<th>Global Office</th>
<th><a href="mailto:outbound@st-andrews.ac.uk">outbound@st-andrews.ac.uk</a> / +44 (0)1334 462245</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Outbound students</td>
<td><a href="mailto:travel.enquiries@st-andrews.ac.uk">travel.enquiries@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>- General travel enquiries</td>
<td></td>
</tr>
<tr>
<td>Insurance Team, Planning</td>
<td><a href="mailto:insurance@st-andrews.ac.uk">insurance@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Environmental, Health and Safety Services</td>
<td><a href="mailto:ehss@st-andrews.ac.uk">ehss@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Student Services</td>
<td><a href="mailto:theasc@st-andrews.ac.uk">theasc@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Head of Equality and Diversity: Sukhi Bains</td>
<td><a href="mailto:sb104@st-andrews.ac.uk">sb104@st-andrews.ac.uk</a></td>
</tr>
</tbody>
</table>

Emergency assistance whilst travelling
If you have a medical emergency or face an imminent threat to your safety, please contact the AIG 24/7 Emergency Helpline directly on +44 (0) 1273 401950.
In addition, if you require urgent University assistance, please contact the University Security and Response Team who will direct your call appropriately.

University Security and Response Team: +44 (0) 1334 468999