

International Traveler Checklist

Use this checklist to make sure every requirement is covered before you depart. Some steps apply to everyone; others only apply depending on your destination or traveler type. Work through it top to bottom, it's designed to flow in the order you'll actually need it.

☒ Step 1: Required for EVERY International Traveler

Complete a Travel Authorization in PeopleSoft

- ☐ Submit a Travel Authorization in PeopleSoft **before departure.**
- ☐ Include the line item "Airfare_International" - this automatically routes your request to Export Control for review.

This applies no matter what. Even if:

- Airfare is *not* being purchased with University funds, or
- You're traveling by ground transportation (e.g., driving to Canada)

If there is no actual University airfare expense, enter \$0.01 for the International Air line item, which still triggers the required Export Control review — it's a placeholder, not a real charge.

Step 2: Check Your Destination's Risk Level

Before going further, look up your destination:

- ☐ Check the [U.S. Department of State Travel Advisories](#)
- ☐ Check the [CDC Travel Health Notices](#)

Is your destination rated Level 3 or Level 4 by either source?

☒ If No — Skip to Step 3.

 If Yes — You must complete the following steps in order before proceeding. Do not proceed with booking or further planning until approval from Risk Management is secured.

- ☐ Draft a written justification explaining how travel will not be impacted by the Advisory
 - ☐ Obtain approval from Risk Management
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Step 3: Passport & Entry Documentation

Confirm your passport is valid for at least 6 months beyond your planned return date *(if required by your destination country — check requirements for your specific country)*

Obtain any required:

- ☐ Visa(s)
- ☐ Entry permits
- ☐ Vaccinations
- ☐ Other destination-specific travel documentation

 *Tip: Some visa and vaccination processes take weeks, so verify these requirements as early as possible.*

Step 5: Student Travel?

Are you a student or have students traveling internationally?

☒ **No** – Skip, this step doesn't apply to you.

☒ **Yes** - You **must** register your travel with the Haenicke Institute for Global Education (HIGE) before departure.

☐ Email joseph.milostan@wmich.edu to register your travel prior to departure.

This applies to all international student travel, not just formal study abroad programs, but also independent research trips, conferences, etc.
