

## 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](mailto: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

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

### 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**