International AIDS Research & Training Program (IARTP)/Kenya Research and Training Center (KRTC)/Treatment Research and Expert Education (TREE)
University of Washington
PRE-DEPARTURE CHECKLIST

Name (please print): _____

☐ Visit the UW Office of Global Affairs Website regarding International Emergency Assistance: http://www.washington.edu/globalaffairs/emergency/ and sign up for the UW Travel Registry: http://www.washington.edu/globalaffairs/global-affairs/travelregistry/. Log your trips by forwarding any itinerary, booking confirmation or reservation to travelregistry@uw.edu and it will be logged for you within 24 - 72 hours and you will receive a link to review your trip once it is complete. Be sure to include any local contact information you will be using while in your destination.

☐ Verify insurance coverage during travel time: If traveling outside of Kenya, check OnCall coverage. Students be sure to check with your domestic healthcare provider and add an international plan ($2/day).

☐ Visit the Department of State travel website and review the information posted for Kenya: https://travel.state.gov/content/passports/en/alertswarnings/kenya-travel-warning.html

☐ Register with the Department of State through the Smart Traveler Enrollment Program (STEP): https://step.state.gov/step/

☐ Visit the CDC website Travelers Health and review the information posted for Kenya, including vaccinations: http://wwwnc.cdc.gov/travel/

☐ Attend a University of Washington Pre-Travel Preparation Orientation (if one is available). Date attended: _____

☐ Read and sign the Code of Conduct **(If Required By UW Mentor)**

☐ Read and sign the Release and Waiver of Liability Form **(If Required By UW Mentor)**

☐ Obtain vaccinations and medications

☐ Complete Emergency Contact Form

☐ Review Kenya Travel Guide and Safety Briefing Sheet

☐ Meet with IARTP/KRTC/TREE staff to review details of trip, including funding available, insurance coverage, and to collect wallet card, and other safety info. Date: _____

I have completed all of the activities specified above.

_____   _____
Signature   Date

After arrival in Kenya:

- Purchase or borrow cell phone and provide phone number to UW mentor, UW staff, on-site supervisor, and local contact_____.

I agree to complete the items listed above upon my arrival in Kenya.

_____   _____
Signature   Date