

PRE-DEPARTURE CHECKLIST

Name (please print): _____

- Visit the **UW Office of Global Affairs Website** regarding International Emergency Assistance:
<http://www.washington.edu/globalaffairs/emergency/>
- Sign up for the **UW Travel Registry**: <https://www.washington.edu/globalaffairs/global-travelers/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.
 - Students: Check CISI coverage (<https://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance/>). Be sure to check with your domestic healthcare provider and add an international plan.
 - Faculty and Staff: Review emergency travel assistance information and CISI policy (<https://www.washington.edu/globalaffairs/global-travelers/global-insurance/employees-abroad-insurance/>)
- Visit the **Department of State** travel website and review the information posted for Kenya:
<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Kenya.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 KRTC/IARTP 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

Kenya Research and Training Center (KRTC)/ International AIDS Research & Training Program (IARTP)
University of Washington

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