Faculty and Staff Employees of Missouri S&T are often required to travel internationally to fulfill work related responsibilities. Every international trip is different, and there are many options and services available when traveling. The following information is provided by the Office of International Affairs to assist you as you plan and make travel choices, as well as to serve as a reminder of the preparation required for successful international travel.

Please remember that faculty and staff should secure the necessary written approval for travel from your department chair or director before incurring any expenses related to international travel.

Passport/Visa Information

A valid passport is required for anyone travelling outside of the United States. In addition, many foreign countries require U.S. citizens to obtain a visa for entry, and the rules can vary widely. Please make sure to obtain the documentation necessary well in advance of any international travel, and comply with all of the regulations set by the country to which you are traveling. Many of the requirements for travel are discussed in detail in the following pages. In most instances, the information provided applies specifically to U.S. citizens. Faculty members who are citizens of other nations should also check the rules and regulations of the host country regarding the appropriate documentation for your visit. Generally this information can be found on the embassy's website, however, you may want to contact your home country’s embassy in the United States for additional information.

In order to obtain certain travel documents, such as a newly issued passport or visa, you will be required to provide photos which meet specific requirements for size, background, etc. The Miner Card ID office, Room 106 Centennial Hall, can process passport photos for $10. Office hours are Monday through Friday, 8:30 a.m.-4:00 p.m. Walgreens pharmacies also offer a passport photo service.

Obtaining a Valid Passport

The U.S. Department of State website, [http://www.travel.state.gov/passport/passport_1738.html](http://www.travel.state.gov/passport/passport_1738.html), has information on how to apply for a first time passport, how to add pages to your current passport and how to renew your expired passport.

To apply for a new passport, you are required to appear in person at an authorized passport acceptance facility. This requirement applies if:

- you are requesting a passport for first time,
- you need to replace a lost or stolen passport,
- your name has changed, or
- your passport has been expired for more than 15 years.

Go to the Department of State website noted above and complete the on-line form DS-11. Take this form and any required documents to the Phelps County Clerk at the Phelps County Courthouse, 200 N. Main St., Suite 101, Rolla, MO 65401. You will need to bring the completed form, passport photos, proof of citizenship (such as a birth certificate or naturalization papers), a photo ID, and proof of any legal name changes with you when applying. All fees must be paid by cash, check or money order; debit and credit cards are not accepted. More information is available on the Phelps County Clerk’s website at [http://www.phelpscounty.org/coclerk/passports.htm](http://www.phelpscounty.org/coclerk/passports.htm).
If you have an existing passport that needs to be renewed, you may do so by mail. Go to the Department of State website at [http://www.travel.state.gov/passport/passport_1738.html](http://www.travel.state.gov/passport/passport_1738.html) to complete form DS-82. You will need to mail the completed form, along with your most recent passport, a passport photo and the required fees to the address listed on the form. It is strongly recommended that you use a traceable delivery method, such as Priority or Express mail. Normal processing times are 4-6 weeks; however, there is an expedited service available for an additional fee. In general, you should always maintain at least 6 months validity on your passport when traveling outside the U.S.

We recommend that you make two copies of your passport identification page. One should be left with a friend or relative in the United States, and the other should be carried with you in a separate place from your actual passport. This can facilitate the replacement of your passport if it is lost or stolen.

### Visa Requirements

Some countries require U.S. citizens to obtain an entry Visa. These visas are issued by the embassy of the country you wish to visit. In certain cases, you must obtain this visa well in advance of your travel, while other countries allow you to obtain the visa at the airport upon arrival. The U.S. Department of State website, [http://travel.state.gov/visa/](http://travel.state.gov/visa/), has information on visa requirements for Americans traveling abroad that will help you to determine if you need to obtain a visa in advance. This website is also a good source for cultural facts and background information on the country you are visiting, and provides information regarding any current travel warnings issued by the U.S. government. In order to view this information:

- Go to the U.S. Department of State website at [http://travel.state.gov/visa](http://travel.state.gov/visa).
- Select **Americans Traveling Abroad** from the left menu.
- Select **Country Specific Information**.
- Select the country you plan to visit.
- Select **Entry/Exit Requirements**. This section will provide the visa and passport requirements for the specific country.

**Typically your passport must have 6 months validity remaining upon your expected return to the U.S. in order to obtain a visa.** Most countries require two adjacent empty pages in your passport. Frequently it takes 2-4 weeks to process a visa, but it may take longer depending on the country. Therefore, it is important to begin this process well in advance.

Some countries also require that you have a sponsor and/or a letter of invitation from a person or institution in that country in order to obtain a visa. In addition, these countries may require that Missouri S&T submit an official request for the visa that acknowledges responsibility for you during your visit. Typically you must secure this document before applying for the visa. Our office can assist you in obtaining these documents.

The Office of International Affairs recommends using a reputable visa expediting service that is based in the United States to process your visa requests. Faculty and staff at Missouri S&T have successfully used several different companies for this purpose. Currently our office is using A-Briggs Passport and Visa Expeditors ([www.abriggs.com](http://www.abriggs.com)) to handle visa requests. A-Briggs offers many visa applications online that can be processed electronically for faster turnaround. This is not the only reputable service provider from which you can choose, but we have had reliable service from them in the past. Be sure to follow any instructions that they provide carefully to ensure your application is handled properly.
Purchasing Airline Tickets and Other Reservations
When traveling internationally, individuals and academic departments are able to purchase tickets, reserve hotel rooms, and make any other travel arrangements through the booking agency or airline of their choice. The least expensive option is often to use an online company to purchase your airline ticket. However, it is important to know that if your flight is delayed or cancelled, these companies may not provide personalized, 24 hour support to you for rebooking your tickets.

If you would like to use a local agent, many individuals have recommended Kim Morgan at Trips and More Travel Agency (http://tripsandmore.vacationport.net), 573-341-3300.

The Office of International Affairs is currently using GWINS Corporate Travel Services (http://www.gwins.com) which provides 24 hour assistance for travelers. To check airline rates with GWINS, our current contact is Barb Hustedt, who can be reached either through the company’s corporate line at 314-822-1958 or through the toll free international number at 1-800-889-5951. To book travel with Gwins, you must first complete a traveler’s profile. To do so, please complete the following steps:

1. Go to Gwins website at www.gwins.com/corporate and under the RESX Online Booking section click the llink “if you do not have a profile please click here.”
2. To begin filling out a profile, enter company code 003430 and click “Verify Code.”
3. Complete all other fields in the form and click “Submit Profile.”
4. Your profile will be loaded into Gwins database and you will receive an email with ResX LogIn directions.

Keep in mind that the university does not require you to use any particular travel agent, so it is up to you to determine the proper balance between cost and convenience.

Health and Safety
Health and safety should always be a primary concern when travelling abroad. In some cases, it is necessary to plan in advance to ensure that you are prepared for your trip. The Centers for Disease Control and Prevention has a Travelers’ Health website with up to date information regarding current travel health warnings and a database with recommendations for vaccinations and/or medications for each country. Go to http://www.cdc.gov/travel/default.aspx and click on “destinations” to choose the country to which you are travelling. You will be directed to a country specific overview of health information for travelers to that country.

Please see your health care provider to update vaccinations or to obtain a prescription for antimalarial or other medications you may need. Another option is to visit a clinic that specializes in travel related services, such as Travel Connections (www.muhealth.org/TravelConnections) in Columbia, or Passport Health (www.passporthealthusa.com/st-louis) in St. Louis. These clinics can provide travel related vaccinations and medications. Keep in mind that in some cases, it may take time for the vaccine to take effect, so it is important to plan in advance.

The University of Missouri System provides employees traveling on behalf of the university with a WorldRisk insurance policy. This is a supplement to your regular health insurance that provides overseas medical assistance and travel medical emergency services. The Office of International Affairs employs an insurance specialist to assist who can provide you with a WorldRisk insurance card to carry with you while you travel. Please contact Tammy Quick at IAInsure@mst.edu for more information.
In addition to the WorldRisk Insurance, you should register with Medex before you travel. MedEx provides emergency security assistance including evacuations and repatriations. The MedEx system stores information about your medical history, allergies, vaccinations, medications and passport information. Go to the MedEx website at www.frontiermedex.com to register. The policy number for faculty and staff is 330331. Once you are registered, you should write down your username and password so that when you travel in the future you can simply update the information about your trip without re-entering all of your information. If you have any question or need assistance, please contact the international affairs insurance specialist at IAInsure@mst.edu.

Additional Information

Before travelling internationally, it is recommended that you contact the bank that issues any of the credit or debit cards that you plan to carry in order to inform them that you will be travelling abroad. For security reasons, many card issuers will block access to your card if they notice charges from a foreign country, and informing them in advance will help to ensure that you have continuous access to your account during your travels. Keeping a list of customer service numbers with you in case a card is lost or stolen is also a good idea.

If you plan to bring your cell phone with you while you travel, be sure to check with your carrier about international calling plans. The university will not reimburse you for personal calls that you make from overseas, and international calling rates can vary considerably. Our office recommends that you register for a free Skype account for free calls to another computer over the internet.

Missouri S&T highly recommends registering with the Department of State’s Smart Traveler Enrollment Program (STEP), so that they can better assist you in an emergency. You may register yourself by going to http://step.state.gov/step or contact our office for assistance. The university does not recommend that faculty and staff travel to countries deemed dangerous or unstable. The Department of State issues a travel warning when the government recommends that Americans avoid or carefully consider the risk of travel to a particular country. A warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate. Travel warnings are listed on the Department of State’s website at http://travel.state.gov.

Finally, Missouri S&T’s accounting office provides information regarding expense reimbursement and other policies related to travel expenses on the web at http://accounting.mst.edu/travel2/index.html. In addition, the University of Missouri System has their policies regarding travel expenses available here: http://www.umsystem.edu/ums/rules/bpm/bpm500. Because these policies may change, we recommend go to these websites to review the information provided before embarking on your trip.

If you have any additional questions, or need assistance with your international travel plans, please contact the Office of International Affairs at 573-341-6328 or visit us at 103 Norwood Hall. We would be glad to assist you in any way that we can.
Traveling on Behalf of Missouri S&T

-Checklist-

☐ I have submitted my foreign travel authorization to my supervisor and received the required approval. (Not all departments require this – check with your supervisor.)

☐ I have a signed passport that is valid for at least 6 months beyond my return date. (Some countries require 12 months beyond return date)

☐ I have obtained any and all necessary visas prior to my travel, or they will be obtained upon entry into the following country(ies): _________________________. I will be required to purchase transit visas in the following countries: _______________________

☐ I have checked the U.S. Department of State website (www.travel.state.gov) for any travel warnings pertaining to my trip.

☐ I have registered my trip with the U.S. Department of State (www.travel.state.gov)

☐ I have checked the Center for Disease Control (www.cdc.org) regarding any required vaccinations for the country I am visiting.

☐ I have the address of the U.S. Embassy nearest me in the country(ies) I am visiting.

☐ I have checked with my mobile phone carrier to ensure that my phone will work in the country(ies) that I plan to visit, and I have adjusted my plan to avoid unnecessary call and data charges...

☐ I have made copies of my passport and visa(s) to leave with a family member or other acquaintance for emergencies (lost/stolen passport, etc.).

☐ I have called my credit card company in advance to notify them of my travel plans and international use of my credit card(s).

☐ I have requested and received a World Risk travel insurance card and registered with MedEx for emergency security assistance.

☐ I have packed any necessary medications and an emergency travel kit.