Along with following these minimum guidelines, travelers should educate themselves about their destination and avoid known hazards.

**VIRT - Vanderbilt Incident Response for Travel**

- Register with U.S. Department of State’s STEP Program (U.S. Citizens only)
  
  ![https://step.state.gov/step/](https://step.state.gov/step/)

  VIRT connects VU travelers—students, staff, and faculty—to resources and safety-related guidance while they are away from campus. This assistance includes but is not limited to connecting you with appropriate health care abroad, guiding you in using Vanderbilt-issued insurance, and coordinating a medical emergency or evacuation from abroad.

  Contact VIRT 24/7: +1 615-322-2745
  Tell the VU Public Safety dispatcher that you want to report an issue to VIRT.
  For non-emergencies, email **VIRTevanderbilt.edu**

**SARAC - Study Away Risk Assessment Committee**

- Are you traveling to a country with a U.S. State Department Travel Advisory Level 3 or 4? Find out here:
  
  ![https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)

- If yes, submit a SARAC request for approval
  
  ![https://www.vanderbilt.edu/global/sarac/](https://www.vanderbilt.edu/global/sarac/)

  This request must be filed no later than **60 days prior to your trip**. If you have already received your SARAC approval, please disregard this step.

**ANVIL - International Security Provider**

- Register your itinerary. If your travel was booked with World Travel/Concur, you will be automatically registered. If not, contact the Global Safety and Security Manager for assistance.
  
  ![https://www.vanderbilt.edu/global/travel-registration/#how](https://www.vanderbilt.edu/global/travel-registration/#how)

Please see the next page for more steps.
Basic Safety and Security Checklist

GeoBlue - International Medical Insurance
☐ Ensure you have coverage from Vanderbilt’s international health insurance, GeoBlue:

https://members.geobluestudents.com/Public/Enroll
Use VU group code: KXP-37915

☐ Read the CDC’s list of recommendations and requirements for the destination country:

http://wwwnc.cdc.gov/travel/destinations/list

☐ Visit a health care provider for a Travel Consultation and receive all recommended vaccines prior to travel:

https://www.vanderbilt.edu/global/health-safety/#consultation
Students - Vanderbilt Student Health Center
Faculty/Staff - Vanderbilt Occupational Health Clinic

Visas
☐ Ensure you have the required visas for traveling to the destination country. This provider can help if you need it:

http://cibtvisas.com/?login=vanderbilt

Release of Liability
☐ Read and sign the Release of Liability Form and turn it in to your trip organizer or departmental administrative office:

https://www.vanderbilt.edu/global/travel-registration/#how

Questions? Want more Information?
Visit https://www.vanderbilt.edu/global/global-safety/

Andrea Bordeau,
Global Safety and Security Manager

(615)343-3139
andrea.m.bordeau@vanderbilt.edu