

## RIFA Checklist

Please submit this form 5-6 weeks prior to travel. Please label all attached files emailed with this document with your **first name, last name, and file type**.

### RIFA Graduate Student Fellowship Information

Name:

Student ID:

Major:

Phone Number:

E-mail Address:

Have you included your award letter and budget worksheet in this file?

Have you included your signed liability form in this file?

### Travel Information:

Country of Passport:

Passport Number:

Date of arrival in host country:

Date of departure from host country:

What kind of visa will you need for your work abroad?

What is your host country risk level (check <http://ermisp.ucop.edu/uctrip/enterERM.do>)?

If your country risk level is “4-high threat” have you :

- Provided UC Davis Global Affairs’ Travel Security Manager ([travelsecurity@ucdavis.edu](mailto:travelsecurity@ucdavis.edu)) with a proposed itinerary for travel to such destinations no less than three weeks prior to proposed departure date?
- Registered all approved University-related international travel to “High Threat” and “Very High Threat” destinations with the U.S. Department of State’s Smart Traveler Enrollment Program (<https://step.state.gov>)?

Have you included your flight purchase receipt in this file?

### Medical Information

Does this file include your <https://ehs.ucop.edu/away> “insurance card” pdf?

If you are traveling outside the summer period, or you are not covered by UC insurance have you also included a copy of your insurance card?

- Students considering academic leave status may want to look into Single Trip Travel Insurance Plan from HTH Travel insurance: [https://www.hthtravelinsurance.com/travel\\_medical.cfm](https://www.hthtravelinsurance.com/travel_medical.cfm)

Does this file include proof of your pre-travel medical visit?

- Appointment receipt
- Screen shot of scheduled appointment
- Updated vaccination card

Does this file include the receipt for any doctor prescribed behind-the-counter medications and vaccinations?

### Research Information

Will you need IRB approval for your work?

If so, have you obtained approval? In progress Complete Not needed