



SIMS International Service-Learning Program Participant Checklist

APPLICATION & ORIENTATION ACTIVITIES

- ❑ **Submit SIMS Application.** Submit completed SIMS online application, reference letters, \$50 cash refundable deposit and other required documents to the SIMS Office by December 31. There will be a \$35 late fee for any applications received after the deadline.
- ❑ **Apply to your school for a travel subsidy.** Currently, the following schools provide some form of financial support for international student travel:
 - **School of Allied Health** – Contact your Dept. Chair for more information
 - **School of Medicine** – Contact Dean Lamberton’s office and School of Medicine Alumni Association (*both entities provide separate funding*)
 - **School of Nursing** – Contact Dean Hart’s office (*funding on case by case basis*)
 - **School of Pharmacy** – Contact Dean William’s office
 - **School of Public Health** – Contact Dean Barrett’s office

Please note: Travel subsidies are not automatic. You must apply for them from your school.

TRAVEL ARRANGEMENTS & LOGISTICS

- ❑ **Contact your on-site preceptor.** After SIMS has confirmed your site, SIMS will provide you with the contact email for your on-site preceptor. Please contact your preceptor directly to begin making logistical arrangements, including an airport pick up, meal, and housing plan. Please confirm all associated costs with your preceptor. **Important:** *If traveling in pairs or groups, please choose a point person who will communicate with the site preceptor on your group’s behalf to avoid miscommunications with the site.*
- ❑ **Airline Tickets.** Book your airline tickets and provide SIMS with a copy of your finalized itinerary. **Please note:** *If you are traveling to a Seventh-day Adventist site, please do not book your tickets to arrive or leave during Sabbath hours (sundown Friday to sundown Saturday). Your sensitivity to this is much appreciated.*
 - ❑ **Passports.** Ensure that your passport is current and does not expire within six months after your return date. For passport information, please visit <https://www.traveldocs.com/>.
- ❑ **Visas.** Check visa requirements for your host country to ensure that you have the proper visa necessary to travel to your destination. Visit www.traveldocs.com to find out whether or not you need a visa. If you do, apply for the appropriate visa as instructed by your on-site

preceptor, allowing for sufficient time to complete visa processing before your departure. *SIMS will provide a visa letter of intent if necessary and can provide visa assistance for a fee. **Please note:** It is strongly recommended that students traveling to Papua New Guinea contact the SIMS Office for visa assistance due to complex visa procedures.*

- ❑ **Immunizations.** Visit the Center for Health Promotion Travel Clinic for required immunizations for your host country. Clinic hours are Wednesdays, 1:30pm – 4:00pm.
- ❑ **Insurance and Risk Management.** Create your personal MEDEX account online and print your MEDEX ID card to take with you on your travels. MEDEX is an emergency response service available to all travelers on a university-sponsored trip. You will be provided with login information.
- ❑ **Travel Alerts/Warnings.** Monitor the U.S. Department of State frequently for possible Travel Alerts or Warnings to your country at <http://travel.state.gov/>
- ❑ **List of contacts.** It is important that you keep a list with you with your site contact information and the SIMS phone number when you travel, should an emergency arise.

CANCELLATION

- ❑ **Cancellation.** Notify SIMS and on-site preceptor immediately if you cancel your trip for any reason. *SIMS will not be held responsible for notifying your on-site preceptor of trip cancellation.*

ARRIVAL AT SITE

- ❑ **Register at US Embassy.** Register at the local US Embassy upon arrival in the host country.
- ❑ **Contact SIMS.** Email SIMS at simsiserve@llu.edu with any questions, concerns, or changes to your travel itinerary.

POST-TRIP ACTIVITIES

- ❑ **SIMS Essay.** Provide SIMS with an essay about your I-Serve experience (it can be the same one that you submit to the school of medicine). SIMS likes to keep these essays on hand for future students to refer to. You may also attach several of your favorite photos from the trip.
- ❑ **SIMS Online Survey.** Complete the SIMS Online Survey which will be sent to you after your return.
- ❑ **Collect deposit.** After completing the essay and online survey, you may pick up your \$50 deposit.