USC INTERNATIONAL TRAVEL CHECKLIST

Please follow all of the steps listed in the checklist below prior to travelling internationally and adhere to all applicable guidance and University policy.

Where are you going?

☐ Determine if there is a US State Department Travel Warning in place for your destination. (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

If there is a Travel Warning in place, please notify your Research Dean (faculty), your supervisor (staff), and/or obtain approval from Student Affairs and Provost (students).

☐ Determine if there are OFAC economic and trade sanctions in place for your destination country. (http://www.treasury.gov/RESOURCE-CENTER/SANCTIONS/Programs/Pages/Programs.aspx)

*If you intend to travel to **Cuba**, **Iran**, **Syria**, **North Korea**, **Sudan**, or **Liberia**, contact the Office of Compliance immediately.*

☐ Enroll in the State Department's Smart Traveler Enrollment Program ("STEP") to receive time-sensitive updates from the local U.S. embassy in your destination country. (http://travel.state.gov/travel/tips/registration/registration_4789.html)

☐ Review the State Department's consular information sheet for your destination country. (http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

☐ Visit the Center for Disease Control and Prevention ("CDC") web-site and review the travel notice for your destination country. (http://wwwnc.cdc.gov/travel)

Who is traveling?

☐ If faculty or staff are traveling, purchase commercial transportation using a USC Travel Card or with a USC Contract Travel Agency. (STA Travel, Carlson Wagonlit Travel, Orbitz for Business, Crown International, Anthony Travel). (http://procurement.usc.edu/travel/agencies/)

☐ If students are traveling, review USC's Student Travel policy at http://studentaffairs.usc.edu/files/2012/04/Memo-and-Policy-for-International-Student-Travel-FINAL.pdf and consult with USC Student Affairs.

<u>What are you taking with you?</u>

☐ Do not take a computer that has any non-commercial, special purpose encryption software installed.

☐ Do not place any export-controlled documents on your computer when traveling internationally.

☐ Do not take any biological or chemical samples with you without consulting with Environmental Health and Safety first. (http://capsnet.usc.edu/department/environmental-health-safety/about-us)

<u>Who will you be working with on your trip?</u>

☐ Do not offer anything of value to a foreign government official in order to retain business, direct business to a particular party, or otherwise obtain an unfair advantage.

☐ Review OFAC's specially designated national (SDN) list to ensure that none of the persons or entities with whom you will collaborate appear on the list. (http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)

<u>How will you protect the information you are taking with you?</u>

☐ Do not store sensitive data on any internal or external local media.

☐ Leave any sensitive data stored securely on USC servers. If you need to access the data, do so via secured communications (i.e. VPN).

☐ Back up all information you take; leave the backed-up data at home.

☐ Create a strong password (numbers, upper and lower case letters, special characters – at least 8 characters long). Never store passwords, phone numbers, or sign-in sequences on any device or in its case.

☐ Download current, up-to-date antivirus protection, spyware protection, OS security patches, and turn on a personal firewall.

☐ Do not send any sensitive or confidential information via fax machine, computer, or mobile phone.

- ☐ Do not take any sensitive information. If you must, encrypt all such information. Update your web browser with strict security settings.

- ☐ Sanitize your mobile device to ensure no sensitive contact, research, or personal data is on it. If feasible, use a "clean" device.

- ☐ Don't take information you don't need, including sensitive contact information.

- ☐ Don't leave electronic devices unattended.

- ☐ Don't use USB flash drives given to you while overseas.

- ☐ Avoid transporting mobile devices in checked baggage.

- ☐ If you absolutely have to use your USB flash drive in a foreign computer, do not use that USB flash drive again.

- ☐ Don't open emails or attachments from unknown sources. Don't click on links in emails. Empty your "trash" and "recent" folders after every use.

<u>What if something goes wrong on your trip?</u>

- ☐ Contact USC's Travel Emergency Hotline (213) 821-1042 for assistance.

- ☐ If traveling as part of a USC overseas program, review USC's Overseas Emergency Response Plan. (https://studentaffairs.usc.edu/files/2012/04/Overseas-Emergency-Response-Plan.pdf)

<u>What if this checklist or guidance didn't answer one of your questions?</u>

- ☐ Contact the Office of Compliance at (213) 740-8258 or http://ooc.usc.edu/.