

Subject: Urgent: Complete These Critical Steps Before Your International Travel

Thank you for submitting your travel request through CONCUR in a timely manner. The UTC Center for Global Education now oversees all international travel. In the coming months, we will update UTC's institutional policy to streamline the approval process. Moving forward, please ensure that travel requests are submitted at least 30 days prior to departure. Due to limited staffing, we will process and approve all international travel requests on a weekly basis, every Friday for the time being.

Dear UTC International Traveler,

I received the notification about your upcoming international trip. Please ensure that you complete the following steps to ensure your safety and access to support in case of an emergency. Failure to do so may leave you without essential assistance while abroad.

Required Steps Before Departure

1. **Register with International SOS:** International SOS provides 24/7 medical and security assistance from experts worldwide, ensuring your protection throughout your trip.
 - a. Register your travel with International SOS (log in with UTC's Membership ID: 11BCAS080063) using your ABC123@utc.edu email.
[International SOS member page:](#)
For first-time users, click "Subscribe/Login" → then select "Get Started" → and choose "Sign Up."
 - b. Simply carry the International SOS membership card and [download the International SOS Assistance App](#) to use this complimentary service. Both contain the membership number and key phone numbers along with the website address (www.internationalsos.com).
 - c. Download [UTC Digital Membership Card](#)
 - d. Read [Why should I call International SOS?](#)
2. **Review UTC's Travel Insurance:** UTC's travel insurance provides comprehensive coverage for all international travelers, offering critical protection in the event of unforeseen circumstances.
[Download this document for full details on what is covered.](#)
3. **Register with the U.S. Embassy:** If you are a U.S. citizen, [visit the STEP program to register your trip](#). This ensures that the U.S. embassy is aware of your presence in the country. If you are not a U.S. citizen, please consult your home country's embassy for the necessary steps.

Additional Recommendations and Resources

- **Visit the International SOS Member Page:** For travel and security advice, visit the [International SOS member page](#) using UTC's Membership ID: 11BCAS080063.
- [Center for Disease Control](#)
- [World Health Organization](#)
- [UTC Student Health Insurance Plan](#)
- [U.S. State Department - Smart Traveler Enrollment Program \(STEP\)](#) (Register your travel with the US State Department)
- [U.S. State Department Travel Advisories](#) (UTC will not approve your travel to countries that have a U.S. State Department Travel Advisory with a level three or four)
- [US State Department: Crisis Management](#) (What the State Department Can and Can't Do in a Crisis)

Completing these steps ensures that you are prepared, protected, and have access to essential support during your time abroad. Your safety is our top priority, so please don't delay following these critical steps.

Safe travels,

Dr. Takeo Suzuki