

Pre-Departure Checklist for Global Health Education Programs

Northwestern University Feinberg School of Medicine, Institute for Global Health
 Updated April 17, 2020

This checklist was developed to assist **accepted and confirmed travelers** in locating the relevant resources needed to complete their Pre-Departure Requirements and track their progress outside of the Feinberg Global Health Elective course in Canvas. You can find the steps for applying for a Global Health Education experience [here](#).

All of the following checklist items must be completed in order to be considered ready for travel. Please note that all forms and documents will not be recorded as received unless they are uploaded to the Canvas course. Although there are no due dates listed, everything should be completed or submitted according to recommended timeline shown below.

NOTE: At least 5-6 [IGH Pre-Departure Seminars](#) are offered for students participating in a Global Health Elective. You will eventually be asked to confirm which talks you attended and when (assignment within the Pre-Departure Curriculum Module). We encourage participation at each, however these three are **required**:

- Global Health Ethics
- Top 10 Habits of Successful Global Health Practitioners
- Global Risks: Guidance and Resources for Responsible Travel

Canvas Course Assignment Checklist				
At least 3-6 months prior to travel				
Module: Required Waivers, Attestations & Registrations		Review	Upload	Complete
<input type="checkbox"/>	Quiz: Contact, Passport & Visa Information	X		
<input type="checkbox"/>	Travel Waiver		X	
<input type="checkbox"/>	Health Agreement		X	
<input type="checkbox"/>	Health & Safety Preparedness		X	
<input type="checkbox"/>	Office of Global Safety and Security (OGSS)	X		
<input type="checkbox"/>	GeoBlue Travel Health Insurance	X		X
<input type="checkbox"/>	Security Information Resources	X		
<input type="checkbox"/>	Graduate Student International Travel Disclosure Form			X
<input type="checkbox"/>	Quiz: Health, Safety, and Security Attestations	X		

At least 3 months prior to travel				
Module: Travel Funding		Review	Upload	Complete
<input type="checkbox"/>	Internal Funding Opportunities for Global Health Electives	X		
<input type="checkbox"/>	Global Health Initiative Funding Application	X		X
<input type="checkbox"/>	Travel Funding Payroll Process for Students <i>* Will only be visible to students upon approval of funding application</i>	X	X	
<input type="checkbox"/>	Travel Funding Reimbursement Process for Residents and Fellows <i>*For Residents and Fellows ONLY</i>	X		

At least 2 months prior to travel				
Module: Pre-Departure Curriculum		Review	Upload	Complete
<input type="checkbox"/>	Global Health Elective Credit	X	X	
<input type="checkbox"/>	Analytic Memo and Introspection Paper	X		X
<input type="checkbox"/>	EdX Global Health Pre-Departure Course	X		
<input type="checkbox"/>	Practitioner's Guide to Global Health Attestation of Completion	X		X
<input type="checkbox"/>	A note on Post-Program Deliverables and Reflection	X		
<input type="checkbox"/>	Quiz: Global Health Seminar Series Attendance Attestation			X
<input type="checkbox"/>	Policies	X		
<input type="checkbox"/>	Quiz: Policies Review			X
<input type="checkbox"/>	Post-Exposure Prophylaxis Guidelines	X		
<input type="checkbox"/>	Quiz: PEP Guidelines			X
<input type="checkbox"/>	Recommendations from Dr. Ceppie Merry	X		
<input type="checkbox"/>	Quiz: Essay Responses			X
<input type="checkbox"/>	Student Handbook for Global Health	X		

Within 30 days of return from travel				
Module: Post-Program Deliverables		Review	Upload	Complete
<input type="checkbox"/>	Post-Program Evaluation on Global Health			X
<input type="checkbox"/>	Post-Program Reflection	X		X
<input type="checkbox"/>	Post-Program Photo Deliverable	X		X