

SIMS International Service (I-Serve) Learning Program & Senior Mission Elective (SME) Participant Checklist

APPLICATION & ORIENTATION ACTIVITIES

- ❑ **SIMS Application.** Submit completed SIMS online application, \$100 registration fee and other required documents to the SIMS Office at least 6 months before planned travel date. A \$100 registration fee is charged and fully refunded upon your return from the I-Serve/SME rotation and submission of a short essay describing your international experience; this registration fee is non-refundable if you decide to cancel.
Link to registration: <https://ghi.llu.edu/sims/international-mission-service-learning-programs>
- ❑ All travelers will need to complete a Loma Linda University travel application. SIMS will coordinate with your respective school to create and forward you the necessary travel forms.
- ❑ **Apply to your school for a travel subsidy.** Please check with your school to learn more about financial support for international student travel- ***Travel subsidies are not automatic. You must apply for them from your school.***
-School of Medicine – Contact Dean's office and School of Medicine Alumni Association (*both entities may provide separate funding*)

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://travel.state.gov/content/travel.html>
- ❑ **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.

- ❑ **Immunizations.** Visit the Center for Health Promotion Travel Clinic for required immunizations for your host country. Clinic hours are Wednesdays, 1:30pm – 4:00pm. For more information about the LLU International Travel Clinic, please visit: <https://publichealth.llu.edu/chp/preventive-medicine/international-travel-clinic>
- ❑ **Insurance and Risk Management.** Additional short-term travel insurance once the trip participant's itinerary and travel application have been completed and received at the SIMS office.
- ❑ **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.
- ❑ **PLEASE VISIT THE "TRAVELER'S RESOURCES" PAGE FOR ADDITIONAL INFORMATION:** <https://ghi.llu.edu/resources/travelers-resources>

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/Request Registration Fee Reimbursement.** Provide SIMS with an essay about your experience (it can be the same one that you submit to your School) and request your \$100 Registration Fee reimbursement. 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. Email these to SIMS at simsiserve@llu.edu