

Johns Hopkins Center for Global Health Travel Document Information Sheet

REMINDERS

- ✓ ***You are responsible for obtaining required travel documents – neither the Center for Global Health nor the various schools will do this for you!***
- ✓ ***Research carefully and plan in advance!***

Passports

- ✓ Travelers will need a passport in order to leave the US and enter another country.
- ✓ If you do not have a passport allow several months before your planned trip to apply for a passport; during peak application times it can take up to 10-12 weeks to receive the final document in the mail. Consider the time of year you are applying – demand for passports goes up during the spring and summer. If this is your first passport, you will need to apply in person. Facilities that process passports include many Federal, state and probate courts, post offices, some public libraries, and a number of county and municipal offices. Passport photos may be obtained quickly and inexpensively from the School of Medicine Pathology Photography & Computer Graphic Department (<http://photography.jhu.edu/> 410-955-3843).
- ✓ If you have a passport it must be valid for the full time that you will be away. Some countries require that your passport be valid at least six (6) months beyond the dates of your trip. Some airlines will not allow you to board if this requirement is not met. For complete details on passport rules and how to apply, visit the Department of State website (http://travel.state.gov/passport/passport_1738.html) Have a small supply of extra passport photos on hand for visas or a replacement passport, as well as a notarized photocopy of your passport (it may suffice in an emergency).

VISAs

- ✓ A visa is required to enter most countries. Call or check the website of the embassy of the country you are visiting (most are in Washington).
- ✓ Visas, if necessary, should be obtained well in advance of your travel. Some countries grant visas at the port of entry upon payment of the requisite visa fees. However, that means carrying extra cash and difficulties may arise if you arrive late or at busy hours. Go to the embassy yourself if you have a problem obtaining a visa.
- ✓ A visa may also be needed for transit through some countries even if you only change flights.
- ✓ A tourist visa is often all that is needed for your length of stay in country, but research the time allotted for a tourist visa to ensure it will not expire during your work stay. Research other rules that may apply – speak to the faculty member you will be with to get some advice. A business visa may permit extra time in-country and help avoid additional fees if multiple visits are required. A letter from your research site may be required with your visa application for the business visa.

Special note for International Students

- ✓ If you are a student holding a non-US passport, pay extra attention to your planning.
- ✓ Policies about travel to a country may differ by citizenship of the traveler. For example, some applicants may have a lower visa cost and others may have difficulty getting a visa to cover the time needed for their work.
- ✓ A visit to the embassy of your target country may be helpful; check their policies about personal visits to discuss visas.
- ✓ It is **very important** to visit the Office of International Student, Faculty and Staff Services at Hopkins (<http://www.hopkinsmedicine.org/intlsvcs/>) to review your documents **before** you leave.
- ✓ Be sure to take your US Visa with you when you travel overseas so that you may re-enter the US without difficulty.