ESSENTIAL TRAVEL CHECKLIST

Information in this document is based on currently available information and is subject to change.

Before you travel there are a few preparations that are essential - work your way through this list and don't go anywhere until you have ticked all the boxes!

- Purchase travel/medical insurance (contact GVI for information on the policies we recommend) and leave a copy of your insurance policy details at home, and take another copy with you.

- Check visa requirements - this is your responsibility.

- Check your passport is valid 6 months after your planned return date.

- Book flights. Please check your Field Manual for airport collection times.

- Complete your online form to provide the following:
  - Insurance policy details
  - Flight itinerary
  - Emergency contact details
  - Passport information

- Please scan the following forms and email them to your Support Coordinator OR info@gviworld.com:
  - GVI Medical Form
  - CRB/Background Check
  - PADI Medical Statement (diving programs only)

- Buy all the equipment you need! (see your packing list on your Field Manual).

- Make sure you have all the required immunisations. Keep written records of immunisations on an International Vaccination Certificate.
Have a plan to **manage your finances** while abroad – ideally a combination of credit/debit cards and foreign currency and a backup of **emergency funds** in the event you need to pay upfront for medical treatment, quarantine or other unexpected costs.

You should also **inform your bank and/or credit card provider** that you will be overseas (unexpected spending in a foreign country could trigger a freeze on your account).

Pack your **Field Manual and any medications** you may need urgent access to in your hand luggage.

Keep the name, address and contact details of your **first night’s accommodation in your hand luggage** so you have the information needed to complete immigration forms on arrival.

**Make photocopies of important documentation.** You may also want to leave copies of these documents with a friend or family member at home:

- Passport
- Credit cards
- Airline tickets
- Insurance policy
- Anything else you can think of!

**Compile list of useful numbers on paper:**

- Bank/credit card provider
- Insurance provider
- Flight airline/agents
- In country staff contact details (to be found in your field manual)
- GVI Emergency numbers: +44 (0) 2080 903 080 or +1 (617) 674-2097

If you find yourself waiting at the meeting point (e.g. airport, etc.) and the scheduled time has passed by a few minutes, don’t panic! Issues such as traffic, etc. may cause unexpected delays, and by using the information above and in your field manual you should be able to contact field staff and ensure any issues are resolved quickly.

Let your friends and family know that you are going to be away, and explain to them that you may have very limited access to phone and email once you arrive on your program.

Pack spare contact lenses and/or spectacles/glasses and a copy of your optical prescription.

**Once you arrive in-country:**

Make sure the correct date and length of stay in the country are entered into your passport/entry permit/visa when at immigration.
Contact your friends and family back home to let them know that you arrived safely – they are desperate to hear all about your travels, and if you can let them know that you arrived safe and sound they won’t need to call GVI to find out!

Please be aware that some program sites are remote, with limited cell/mobile reception or internet access – as a result, it can take a few days for non-emergency messages to be passed on. GVI and project partner staff will only use the emergency contact details you provide, so if other family members need to be notified please make sure your primary emergency contact is able to pass messages along!