

GUEST ENROLLMENT FOR UNIVERSITY TRAVEL

Instructions

The University requires that all guest international University Travel be enrolled with [Global Safety & Security \(GS&S\)](#) as outlined in the [GS&S Travel Policy](#).

Departments and/or programs sponsoring guest international University Travel must have their guest travelers review the contents of this enrollment document (which includes health, safety, and security services, as well as University-provided international health care coverage during their trip). Travelers should complete trip information and sign the “Acknowledgement and Assumption of Risk” section.

Once completed, this document should be messaged to globalsafety@princeton.edu.

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Trip Information

Traveler(s) Contact	Name(s)	
	Email(s)	
Supporting University Department or Program		
Supporting University Contact	Name	
	Email	
Is this trip organized or supported by a group outside of Princeton?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the name of the group and a brief description.		

Destination	City:		Country/Area:	
Dates	Start Date:		End Date:	
<i>Comments (include any additional University Travel destinations associated with this trip)</i>				

Title IX and Sexual Misconduct

Title IX and the [University Sexual Misconduct policy](#) apply to conduct that occurs off University property when that conduct is associated with a University Travel, such as travel, research, or internship programs. An individual experiencing sexual misconduct while on a University Travel, including experiences outside of the United States (for example, a study abroad program, Bridge Year, University-sponsored independent research or field work, a University-sponsored internship, a University-sponsored athletic team event, a University-sponsored student organization trip, an academic conference or professional development program) is entitled to the same resources (including supportive measures and support resources) and protections (including University disciplinary processes where the other party is a student, faculty or staff member) that one would have on campus.

Students, faculty, staff, and members of the University community may access <https://sexualmisconduct.princeton.edu> to find information regarding [policies](#) and procedures related to sexual misconduct. [Confidential](#) support services and/or learning about their options. At any time, an individual may consult the [University Sexual Misconduct/Title IX Coordinator](#) to report a concern, and can find additional information [resources](#) are available to assist members of the University community in accessing the [sexual misconduct investigations website](#).

In addition to these resources, travelers may access the [Sexual Misconduct while Abroad resource page](#) for additional information.

The following link is to a training developed by the Gender Equity and Title IX Administration office to better prepare travelers on this topic. Though labeled for international use, this training is also applicable when considering travel domestically outside of the campus environment: <https://princeton.instructure.com/enroll/DDTWWG>

Safety & Security Briefing

Global Safety & Security has prepared a Pre-Departure Briefing for International Travelers. Please click on the link below to access the briefing and to complete a short form. For frequent travelers, we recommend viewing the briefing every 24 months as a refresher unless required to complete it as part of your participation in University Travel.

<https://forms.gle/NwiWXPSEXg6YKTrY7>

Acknowledgement and Assumption of Risk

With my electronic signature, I understand that all travel involves risks that cannot be foreseen or mitigated, including, but not limited to, risks to health, safety and wellbeing, the ability to obtain assistance in the case of emergency, and the ability to travel freely and without undue hindrance. Princeton University (“Princeton” or “the University”) cannot eliminate such risks entirely, even in locations I might perceive as posing lower levels of risk. The University does not guarantee that it can provide me with assistance should I encounter a medical, security, or other emergency while traveling.

I have, to my own satisfaction, informed myself of the risks I may face during my travel. I have had the opportunity to conduct my own research and review resources made available to me by the University, the U.S. Department of State, Centers for Disease Control and Prevention, and local authorities.

I have had the opportunity to ask and have answered by the Global Safety & Security office and/or my trip or program organizer (as applicable) all questions I have about the risks I may face, and the measures planned or available to mitigate those risks, but I acknowledge that I am ultimately and solely responsible for my own choices and actions.

A nonexclusive list of some of the risks that I may be exposed to include:

- terrorism, war, serious bodily injury, disease, illness, or death.
- lack of familiarity with local politics, culture, and customs.
- lack of familiarity with foreign laws and regulations that may apply to my activities while abroad.
- damage to my personal property.
- increased risk of exposure to COVID-19, particularly in locations where travelers are instructed to avoid travel.
- risks and hazards associated with traveling during the global COVID-19 pandemic, including that conditions may rapidly change for the worse.
- unpredictable travel conditions, restrictions, and delays, including the risk of an indefinite delay of my return home.
- inherent risks and uncertainties relating to COVID-19, including the possibility of needing to receive medical care and/or hospitalization in areas where healthcare resources are under great strain in service of local populations.
- delays in response to requests for assistance.
- increased likelihood that I will require a medical evacuation if I experience significant medical conditions (COVID-19 and non-COVID-19).
- isolation facilities in certain locations may not meet standards acceptable to me.

I voluntarily accept the risks associated with my travel and acknowledge that I am not required by Princeton to undertake this travel if I determine it poses an unacceptable risk to me. I also understand that I will face no adverse consequences from Princeton as a result of choosing not to engage in this travel.

I accept and acknowledge that my University Travel is performed under the following terms and conditions:

1. Before and throughout the entirety of my travel, I must be in compliance with all requirements and provisions of the Global Safety & Security (GS&S) Travel Policy, including the Terms and Conditions for Student University Travel (if applicable), [which are incorporated herein](#).
2. At all times while engaging in University Travel, I remain subject to relevant University policies, as if I were living and/or working on campus.
3. During my travel, I am obligated to report to the University any and all problems or concerns with my safety, health, or wellbeing, or with my ability to complete my travel as planned at the time of this certification. This includes any positive test for SARS-CoV-2 while I am traveling.
4. The University may instruct me to end my travel at any time and is not required to provide me with an explanation as to why.

I voluntarily accept the risks associated with my travel, including the risks described above, and assume full responsibility for any loss, damage (including property damage), illness, or personal injury, including death, that may be sustained by me during or as a result of my travel.

Signature: _____

Printed Name: _____

Date: _____

International Health, Safety, Security Service Provider

Princeton University has a dedicated international health, safety, and security assistance service provider, International SOS (ISOS), to provide 24-7, real-time assistance to members of the University community (and guests) on international University Travel.

Please note that ISOS is not applicable for travel within a home or domiciled country.

International SOS is also available to consult with travelers on destination-specific security issues, to prepare for a continuity of care in relation to a pre-existing condition, to provide continuity in care for mental health treatment, and to support emergent needs of travelers and coordinate actions in response to incidents that may occur.

International SOS has a variety of resources available via the member portal, but most important is to know that they can be reached via phone (see list of call centers below) as well as through their mobile phone applications (both [Android](#) and [Apple](#)) which can communicate via text and place Wi-Fi phone calls to an assistance center.

The Princeton University membership identification is 11BSGC000022.

International SOS
Medical and Security Services

Membership I.D.
11BSGC000022

Organization
Princeton University

Call our medical and security experts 24/7.
Call for preventative or emergency enquiries.
Call before, during and after travel or assignment.



Bali +62 21 766 4633	Jakarta + 62 21 750 6001	Paris +33 (0) 155 633 155
Bangkok +66 2 205 7777	Johannesburg +27 (0) 11 541 1300	Philadelphia +1 215 942 8226
Beijing +86 (0) 10 6462 9100	Kuala Lumpur +603 2787 3126	Seoul +82 (2) 3140 1700
Dubai +971 4 601 8777	London +44 (0) 20 8762 8008	Singapore +65 6338 7800
Frankfurt +49 6102 3588 100	Madrid +34 91 572 4363	Sydney +61 2 9372 2468
Geneva +41 22 785 6464	Manila +63 (2) 8687 0909	Taipei +886 2 2523 2220
Ho Chi Minh City +84 28 3829 8520	Moscow +7495 937 64 77	Tokyo +81 3 3560 7183
Hong Kong +852 2528 9900	Mumbai +91 22 42838383	

In advance of your travel commencing, you should receive a Pre-Travel Advisory automated email:

From: Princeton University <online@internationalsos.com>
Subject: "Please read: Important information for your trip to [Destination]"

This message contains information on your destination, including support resources and basic health, safety, and security information. All travelers should review the Pre-Travel Advisory before their travel. Please contact your University travel sponsor if you do not receive this message at least 96 hours before your departure.

International Travel Insurance and Assistance Program

Princeton University

FAQ & Summary of Benefits 2023-2024

Eligibility:

All Staff, Faculty, Contractors, University Officials and Board Members, Students, Subscribers approved guests, and Volunteers, who are traveling outside their permanent country of residence, on a University sponsored trip. Policy covers spouse and dependent children of covered members stated above.

When is my coverage effective?

Your International SOS membership provides for pre-travel advice. Once abroad, you may access the full range of International SOS services and your Starr Insurance travel medical insurance will be effective once you are abroad for your university affiliated international travel.

What are some of International SOS services?

Pre-trip consultation on travel items, such as passport and visa requirements, necessary immunizations, safety and security information, medical assistance, and/or questions of concern regarding travel, medical and security issues in your destination. Additionally, the coverage includes medical and security evacuation and repatriation coordination; political and natural disaster evacuation coordination; payment of overseas medical bills; coordination of all benefits with the insurance plan administrators; full coordination with the International SOS credentialed worldwide medical provider network.

Do I get an ID card?

You can download the member ID card from Princeton's dedicated International SOS member portal [here](#). The card will include the 24-hour International SOS Assistance Center phone number.

To access Princeton's International SOS member portal, Princeton travelers will first need to create an International SOS account using their Princeton email address and Princeton's membership ID (11BSGC000022). If you have already created an International SOS account or have created a profile on International SOS' Assistance [app](#), the same credentials can be used to log into Princeton's International SOS member portal. If you do not have a Princeton email address and are an invited guest or visitor of Princeton, please contact Global Safety & Security (GS&S, globalsafety@princeton.edu) for details about International SOS services, including membership card.

The International SOS program does not provide international travel medical insurance, so do I have international travel medical insurance when I travel abroad?

Yes. Princeton University provides international travel medical insurance through Starr Insurance for international travelers.

Who do I contact if I have pre-trip medical or security questions?

Travelers should visit Princeton’s dedicated International SOS member portal [here](#) to familiarize themselves with the services that International SOS offers travelers while they are abroad. Please review the instructions detailed above for log in information.

If you have a pre-trip medical or security related question or need information or assistance while overseas, please contact the 24-hour International SOS Assistance Center in Philadelphia in one of the following ways:

- By email at Philadelphia@internationalsos.com (In the event of an emergency, please call International SOS via the phone or the International SOS Assistance app)
- By phone at **+1-215-942-8478**. You can call collect, even from abroad, or you can call in from any other available phone or send an email and ask for a call back.
- Via the International SOS Assistance [app](#) on your mobile phone. Download the app and create an account by registering with your university email. Please review the instructions detailed above for log in information.

The Assistance Center is staffed by doctors, logistics coordinators and security experts that are able to provide medical advice and assistance in your location.

Starr Insurance Medical Insurance Plan Benefits

Insurance Company: Starr Insurance
Policy Period: 7/1/2022 – 6/30/2023
Policy Number: STP273797

All Benefits are in U.S. Dollar Amounts:	
Medically Necessary Services related to an Illness or Injury <ul style="list-style-type: none"> • Physician Office Visits • Hospitalizations • Diagnostic Tests • Ambulance Services • Prescription Drugs • Mental Health 	\$500,000 per calendar year
Emergency Dental	Included
Deductible	\$0
Pre-Existing Conditions	Covered

What is covered under the Starr Insurance Travel Medical Insurance Plan?

The plan covers medically necessary services, including hospital room and board, inpatient and outpatient surgical procedures, emergency outpatient care, labs and x-rays, inpatient (emergency stabilization only) and outpatient mental health sessions, physician office visits and prescription drugs. Evacuations and repatriations are also covered under this program. Contact Riskmgt@princeton.edu for a full list of benefits.

What are some services that are NOT covered and important to understand prior to traveling?

The plan does not cover preventative care, including, but not limited to, travel immunizations, physicals, annual women's wellness exams, and birth control. Routine pregnancy services are not covered. Contact Riskmgt@princeton.edu for a full list of benefits. Review the last page of this document for the full list of exclusions.

How are prescription drugs covered?

Prescription drugs are covered when prescribed, by a doctor outside of the United States for a covered medical illness or injury that occurs while traveling. It is best to get all refills for a medication that you take on a routine basis prior to traveling. This includes both preventative and maintenance medication for chronic health conditions. Always check to see if your medicine is allowed in the country you are traveling to. For medication advice contact International SOS' 24-hour Assistance Center in Philadelphia either via email at Philadelphia@internationalsos.com or via phone at **1-215-942-8478**. Some medications may be challenging to bring in country. For example, traveling with injectable medication. Please discuss this with International SOS as they will be able to provide you with advice. It is important to note that not all medications are available locally. Please note that birth control is considered preventative in most cases and is not covered.

What happens if I lose the medication while traveling?

Starr Insurance will cover the replacement of medication for lost prescriptions that are medically necessary during the trip. Generally, birth control is considered preventative medication and is not covered; and therefore, is not eligible for this replacement of medication benefit.

What is covered under the emergency dental benefit?

A dental emergency is defined as a type of medical emergency that involved a dental condition of recent onset and severity, which needs immediate dental procedures necessary to control excessive bleeding, relieve severe pain, or eliminate acute infection. This also includes accidental dental treatment of an injury to sound, natural teeth that occurs while on a school-sponsored trip.

Does this plan cover testing for sexually transmitted disease?

If the testing is a preventive screening or if it is part of a physical or preventive visit, it is not covered because the plan does not cover routine or preventive services. If the testing is performed because you have symptoms or have been exposed to someone with sexually transmitted disease, it would be covered.

If I lose or break my eyeglasses or contact lenses, will the plan cover a new set of lenses?

Replacement of broken lenses is provided when they have been damaged in a covered accident, refer to exclusions 1-5 for non-covered events.

Does the plan cover a hospital stay for treatment of alcohol or substance abuse?

The plan will cover that portion of the hospital stay for the purpose of stabilizing the patient. It will not cover that part of an inpatient hospital stay for alcohol or substance abuse treatment or any underlying mental health condition.

What if I have a pre-existing condition, am I covered?

Yes, pre-existing conditions are covered.

Does this plan have a deductible?

No. Deductible means the dollar amount of covered expenses that must be incurred as an out-of-pocket expense by each insured before payment is made by the claims company.

How is payment for services handled?

If International SOS pays for covered medical treatment on your behalf, the claim will be automatically sent to Starr Insurance, and International SOS will be reimbursed directly from Starr International. The traveler does not need to submit any paperwork.

Who do I contact if I have questions about how the Starr Insurance plan works?

Contact Riskmgt@princeton.edu if you have any questions.

How does the claims process work if International SOS coordinates the payment for medical treatment?

If International SOS coordinates the payment for medical treatment, the claim will be paid for by the insurance company according to the terms and conditions of the policy. The traveler does not need to submit any paperwork. Please note that if you are prescribed a medication, it is unlikely that International SOS will be able to coordinate payment and you will need to submit a claim for reimbursement. Please see the instructions on how to submit a claim under the below question.

Below are the instructions:

Claims can be submitted to intlassist@visit-aci.com. Copies of medical bills should be submitted along with a brief explanation of your claim. You will be contacted if additional information is needed to process your claim.

Who do I contact if I have questions about a specific claim or claims payment?

Please call ACI at 888-293-9229 for information or questions about your claim.

EXCLUSIONS – STARR INSURANCE TRAVEL MEDICAL INSURANCE PLAN

In addition to any benefit-specific or coverage-specific exclusion, benefits will not be paid for any loss that directly or indirectly, in whole or in part, is caused by or results from any of the following unless coverage is specifically extended by reference to the exclusion in a Hazard:

1. flight in, boarding or alighting from an aircraft or any craft designed to fly above the Earth's surface except as
 - a. a fare-paying passenger on a regularly scheduled commercial or charter airline.
 - b. a passenger in a military aircraft flown by the Air Mobility Command or its foreign equivalent.
2. Covered Person's flight in, boarding or alighting from an aircraft or any craft designed to fly above the Earth's surface that is an Owned Aircraft, Leased Aircraft or Operated Aircraft.
3. a Covered Person's commission of, or attempt to commit, a felony, an assault or other illegal activity.
4. participation in a riot or insurrection.

5. a Covered Person's bungee-cord jumping, parachuting, skydiving, parasailing, hang-gliding, motorcycling, scuba diving, jet, snow or water skiing, mountain climbing (where ropes or guides are used), amateur racing, piloting an aircraft, spelunking, whitewater rafting, surfing, and parasailing.

Additional Exclusions (associated with medical expense coverage)

1. routine physical examinations and routine care of any kind, including routine childcare.
2. routine dental care and treatment.
3. pregnancy-related expenses that are considered preventative or routine or incidental to a pregnancy such as sonograms, lab tests, and pre-natal vitamins, except for Complications of Pregnancy.
4. expense incurred for treatment of temporomandibular or craniomandibular joint dysfunction and associated myofascial pain.
5. cosmetic surgery, except for reconstructive surgery needed as the result of a Covered Injury.
6. any elective treatment, surgery, health treatment, or examination including any service, treatment, or supplies that: (a) are experimental; and (b) are not recognized and generally accepted medical practices in the United States.
7. treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), and that are a normal, foreseeable result of participation in an activity.
8. replacement of artificial limbs, eyes, and larynx.
9. Services, supplies, or treatment including any period of Hospital Confinement that is not recommended, approved, and certified as Medically Necessary and reasonable by a Physician, or expenses that are non-medical in nature.
10. Services or treatment rendered by any person who is:
 - a. employed or retained by the Policyholder.
 - b. living in the Covered Person's household.
 - c. an Immediate Family Member of either the Covered Person or his or her Spouse/Domestic Partner;
or
 - d. the Primary Insured.
11. Personal comfort or convenience items, such as but not limited to, hospital telephone charges, television rental, internet access, barber services or guest meals while confined in a Hospital.
12. any treatment, service or supply not specifically covered by the Policy.