

START

UNM HSC graduate student, faculty or staff would like to plan international work travel, sponsored by UNM.

**Submit Application**  
-All insurance  
-Visas  
-Passport  
-Up to date immunizations

**Sign up for STEPS**  
program with state Dept.

**Division Chair Reviews**  
Does application meet mission purposes?  
Is trip funded with adequate budget?  
Has coverage been established while individual is away?  
Are all travel documents complete and verified?

**Division Chair Approves?**

Travel destination Risk level is provided by Dept of State

**Export Control Approves?**

**Dept. Chair Reviews and Approves?**

**Dean Reviews and Approves?**

**Dr. Beato Reviews**

**Involving Student Exchange or Proprietary Information?**

**Dr. Beato shares with Legal and loops back to Chair and Dean**

**Legal Approves?**

**Dr. Beato shares Application with detailed itinerary with Dr. Ziedonis**

**Dr. Ziedonis Approves**

STOP

<b>UNM HSC International Travel Workflow</b>
Date: 6.12.2024
Prepared by: Gail Hammer
Approved by: Dr. Cristina Beato
Scope: HSC faculty, staff, graduate and undergraduate students

**Additional Considerations:**

The Application is a Smartsheet form developed to capture all needed trip information. [International Travel Application](#)

Use UNM Global Education Office (GEO) Website for purchasing insurance and to register with the Dept of State <https://global.unm.edu/>

Reference UNM UAP 2710: Education Abroad Health and Safety <https://policy.unm.edu/university-policies/2000/2710.html>

Health & Safety Advisory Committee is involved with College of Nursing undergraduate students



