

START

UNM HSC graduate or undergraduate 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.

**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?

Dept/ Division Chair/ Assistant Dean Approves?

Travel destination Risk level is provided by Dept of State

Export Control Approves?

Secondary Review and Approval when required by Dean

Dean Reviews and Approves?

Dr. Beato Reviews

**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>

Reference UNM UAP 4030 Travel Policy <https://policy.unm.edu/university-policies/4000/4030.html>

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

<b>UNM HSC International Travel Workflow</b>
Date: 9.4.2024
Prepared by: Gail Hammer
Approved by: Dr. Cristina Beato
Scope: HSC faculty, staff, graduate and undergraduate students

NO

NO

NO

NO

NO

STOP

STOP

EVP Reviews and/or Approves/ Disapproves as needed

Dr. Beato shares Application and details with EVP

Legal Approves?

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

Everything good to go?

Dr. Beato notifies Dean, traveler is all set to travel

Involving Student Exchange or Proprietary Information?

