

## WHEN YOU NEED HELP

The following resources may be available to you:

1. UC SHIP or Voluntary UC SHIP
  - a. If you need help finding a doctor or hospital call 800-810-2583 or 804-673-1177 (while abroad).
  - b. To request a referral for non-emergency medical and mental behavioral health while traveling, email [shsins@ashe.ucla.edu](mailto:shsins@ashe.ucla.edu) (provide your UID, medical concern, provider name and address)
2. United Healthcare Global Assistance (for those covered by UC Travel Insurance)
  - a. This is travel insurance and not regular health insurance.
  - b. For assistance call : 1-410-453-6330 (from outside the U.S.)  
1-800-527-0218 (from U.S. and Canada)
  - c. Reference your policy number when calling Student Off-Campus Accident Policy: ADD NO4223822-UHCG ID Number 363391
3. UCLA Title IX Office, <http://www.sexualharassment.ucla.edu/>
4. UCLA Counseling and Psychological Services (CAPS)  
<http://www.counseling.ucla.edu/>  
  
Urgent Counseling and 24-hour access: Crisis counselors are available for phone consultation 24 hours a day, 7 days a week, by calling the CAPS main phone line at 310-825-0768.
5. In the event of an emergency, or if you need immediate attention, you may also wish to contact local law enforcement.

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## GUIDELINES FOR UCLA STUDENTS TRAVELING ABROAD

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***If you are a student who is planning to travel internationally as part of a UCLA educational program, please carefully review the following guidelines, and avail yourself of the resources highlighted:***

## **KNOW BEFORE YOU GO**

Accidents and random instances of violence can happen anywhere in the world and may be difficult to prevent. Nonetheless, being well-informed and taking common sense precautions may reduce the level of risk, although they are not a guarantee.

### **Learn about the local customs and risks**

that you may encounter at your destination by using the UC Trip Planner: <https://ermssp.ucop.edu/uctrip/enterERM.do>

### **Enroll in the US Department of State's Smart traveler Program**

to receive security updates <https://step.state.gov/step/>

### **Be aware of and consider travel warnings**

when making travel arrangements to countries with an active US Department of State Travel Warning:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

**For non-immigrant visa and green card holders**, we strongly recommend that you (a) consult with your local embassy or consulate prior to traveling to countries with active travel warnings, and (b) obtain emergency contact information for your home country embassy or consulate in the country where you are traveling.

### **Organize, bring and safeguard all necessary travel documentation**

**(e.g. passport and/or visa).** We recommend that you make a spare copy of your important documents. Consider scanning and emailing them to yourself, or make two photocopies, leaving one copy with someone at home and keeping the other with you, separate from the originals.

## **GET TRAVEL INSURANCE**

Obtaining travel insurance is an essential part of preparing for your trip. If you are uninsured, you may be personally responsible for covering medical or other costs resulting from unexpected incidents or accidents, which can be very expensive.

If you are enrolled in a travel program operated and supervised by UCLA, you are covered by travel insurance, but it is very important to register your trip, so that we can better assist you in an emergency: <https://ehs.ucop.edu/away>. Study abroad programs supervised by UCLA's International Education Office are already registered via this website.

You may purchase travel insurance for personal trips such as the UC Blue and Gold Program <http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/personal-travel-program.html> or another travel insurance provider.

Also refer to the travel information on the UC Student Health Insurance (UC SHIP) site: <http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx> or contact the Ashe Insurance Office with UC SHIP coverage questions at: **310-825-3416**

**Questions?** Contact Insurance and Risk Management by phone: **310-794-6948** or by email: [info@irm.ucla.edu](mailto:info@irm.ucla.edu)  
<https://www.irm.ucla.edu/travel-insurance>