RISK MANAGEMENT (ORM) TRAVEL GUIDELINES & FORMS FOR LSCS STUDENTS:

Student Must Complete And Submit The Following Forms to the LSCS Program Director:

1. Form OGC-S-2009-16: Study Abroad Participant Agreement Assumption of Risk, Waiver of Liability and Indemnification (Program Director shall retain signed form);
2. Form ORM-T-2013-07: Proof of Vaccination (Program Director completes Section One; Student completes Section Two, if applicable)
3. Smart Traveler Enrollment Program (STEP) - Register your travel with the local United States Embassy. The Embassy will be better prepared to contact you in case of a family emergency, natural disaster or civil unrest.

Retention of Documents:
Complete required forms and forward to Program Director.

Travel Insurance
Lone Star College System Travel Abroad Insurance (Academic Health Plans), Enrollment is managed by the Lone Star College System Office of Risk Management. In order to activate travel insurance coverage, the LSCS Trip Plan and Trip Roster must be completed and submitted by the Program Director 10 business days prior to departure.

Recommended tips and resources for safe travel:
- Go to http://travel.state.gov – research any travel warnings associated with your destination.
- Make two copies of the following documents: (leave one copy with a friend or family member and take the other copy with you)
  - Your travel agenda/itinerary
  - Your Passport
  - Credit card(s) that you plan to take along
  - Driver’s license
  - Airline ticket(s)

Travel Assistance Information:
Visit www.acetravelassistance.net for access to global threat assessments and location based intelligence.

Step #1 – Sign on with the following:
  Username: medassist-usa@axa-assistance.us
  Password: acea&h
Step #2 – Receive email assigning temporary password
Step #3 – Return to website and sign in with your Username and temporary password
Step #4 – Create new password