

Steps before an International Trip

Effective for travel on or after January 1, 2022

[Click on step numbers to learn more](#)



1

Travel Authorization

A Travel Authorization (TA) **is required** for all international travel.

1A

Policy/Directive Acknowledgement

In accordance with state mandate, travelers must read and **acknowledge all applicable UF regulations, policies, and directives** while traveling on UF business internationally.

2

Export Controls Review

Review the Export Controls guidance and contact UF Research Integrity, Security and Compliance (RISC) for assistance with **export licenses or other authorizations** and if you are shipping or transferring physical items abroad or traveling to foreign countries subject to embargo or trade sanctions.

3

International Center Registration

All UF Traveler's traveling internationally are **required to register** with the UF International Center prior to initiating travel. By completing this registration, faculty, staff, and grad students will be enrolled in the CISI Emergency and Health Insurance Plan.

4

myAssets

If you are traveling with UF-owned property, including your laptop, **submit a Foreign Travel Request** via myAssets Portal.