



UNIVERSITY OF
NOTRE DAME

INTERNATIONAL Risk Management
and Mobility Services

105 Main Building
Notre Dame, Indiana 46556
tel: (574) 631-9645 email: travelregistry@nd.edu
International Health and Safety Line: 574-339-6154(text
accepted)

Helpful Tools for Faculty and Staff to Use from NDI's travel [website](#)

1. [Register](#) your travel with Notre Dame International. A quick questionnaire lets us know when and where you are going so we can help as needed. Traveling *with or without student* options available.
2. [Enroll](#) in the U.S. Department of State's Smart Traveler Enrollment Program for each international location. This allows you direct communication with the US Dept of State in the event an emergency. When registering, **Non-U.S. citizens** should leave the passport field blank. US Department of State also offers a [traveler checklist](#)
3. Know your personal [human resources benefits](#). Contact askhr@nd.edu or 574-631-5900. The Family Wellness Center offers pre-travel health counseling. Ideally schedule appointments two months prior to departure for inoculations. Contact (574) 634-WELL (9355)
4. Follow [advice](#) from ND Risk Management Office. When traveling for ND, [AIG](#) offers emergency medical evacuation, repatriation of remains, and political and natural disaster evacuation for you and immediate family members. For 24/7 emergency assistance, call AIG directly at 715-346-0859 (International Collect) or 1-877-244-6871 (U.S. Toll Free). **Note: AIG is not the university's health insurance provider**
5. How we can help? International Risk Management and Mobility Services offers: 1) pre-departure training for individual faculty and staff; 2) the required health and safety orientation for student groups; 3) technical travel registration assistance, and; 4) a dedicated phone line that is monitored consistently at 574-339-6154 (text or calls accepted). Email Susan Soisson (ssoisson@nd.edu) or call 574-631-9645 for further information