

Rutgers Verizon International Travel Instructions

To request international mobile service, email the required travel and phone details to the mobile team, along with the appropriate approvals.

Please send an email to mobile@oit.rutgers.edu using the template below. Also, include your ***budget officer*** and ***department head***. (If your budget officer and department head are not included in the request, it cannot be processed) All requests for international use must be made within business hours. (Monday-Friday 8:00 – 4:00) Any request made outside of business hours will be processed the next business day.

Travel Dates (Start):

Travel Dates (End):

Destination/Location:

NETID:

Cell Phone number:

Smartphone Plan Option:

- **Custom Travel Pass for Business Canada/Mexico (Unlimited Talk, Text, and Data) @ Zero cost for Canada and Mexico / \$5.00 Per day for the rest of the world travel**
- **International Data Access \$82.04 - AC II 4G Global 400 minutes Anytime Unlimited email, Data, and Messaging**

Please Note

- **Verizon does not offer any Cruise Ship options or Mobile Hotspot options.**
- **When abroad, please make sure DATA ROAMING is turned on in Settings-Cellular**
- **Verizon International support line is 24/7. 1.908.559.4899**
- **You will receive confirmation that services have been added successfully 1 business day prior to travel.**

Any billing concerns, please contact OIT Billing at 732-743-2550 or facstaffhelp@oit.rutgers.edu