

Petition for Exemption to the Policy on Student Travel to Countries with Heightened Risk

The petition for exemption should be submitted to the Off-Campus Programs office along with all supporting materials as far in advance as possible and no later than six weeks before proposed travel

Name: _____

Dates of proposed travel: _____

This petition is for:

- individual student travel (this form should be completed by the student)
- group student travel with faculty/staff leader accompanying travel (this form should be completed by the faculty/staff leader accompanying travel)
- group student travel without faculty/staff leader accompanying travel (this form should be completed by the student leader organizing travel for the group)

Destination(s): _____ (city/town/village) _____ (country)
 _____ (city/town/village) _____ (country)

Participant information: (include information for all group participants)

Name	Class Year	Country/countries of citizenship	Over 18 years of age	
			Yes	No

Answer all numbered items below on a separate document.

Overview of proposed travel

- 1 Information from travel security assessments. Include the relevant U.S. State Department Travel Advisory information or Centers for Disease Control advice. You may want to consider the travel risk assessment advice from other governments as well (see 'Additional Resources' section below).
- 2 Detailed itinerary and map indicating locations of all activities. If specific locations are listed in the warning, where would you be in relation to these locations?
- 3 Choice of location. Why is this location essential to your purpose of travel? Is there a location without this level of travel warning where this work could be done in lieu of the proposed location? If not, why not?

Preparation & risk mitigation practices

- 4 What research have you done about security conditions in this location? What are the major risks?
- 5 How will you minimize your (or the group's) exposure to these risks? Are there characteristics of the activity or program design that address risks described in the travel warning?

- 6 Details of the local support structure in place. Do you have partners, contacts, community ties, or well-established organizations you are working with locally?
- 7 What is your (or other participants') previous experience in this location? Do you (or other participants) have experience in potentially challenging destinations?
- 8 What is your (or other participants') level of proficiency in the most common language in this location?
- 9 What kind of housing accommodations will you have (apartment, hotel, dormitory, homestay, etc.)? How did you find this housing? What security is in place (night watchman, doorman, alarm system, etc.)?
- 10 Will you travel within the country? If so, what mode of transportation will you use (private car with hired driver, ferry, train, shared minibus, fly, public bus, etc.)? How will you minimize your exposure to risk (using only official or licensed taxis, wearing a helmet, wearing seatbelts even if not required by local law, not traveling at night, etc.)?
- 11 Any other information you feel is relevant to demonstrating that conditions at the host site are conducive to maintaining the health and safety of participants and to achieving the academic or student development goals of the proposed activity.

Attach to this completed petition form:

- Answers to all numbered items above
- Printout of the relevant U.S. State Department Travel Advisory information and Centers for Disease Control travel warning advice
- If applicable, you may want to include travel risk assessment advice from other governments (see 'Additional Resources' section below).
- Any additional information you feel is relevant to the risk assessment of the situation in which you would be participating
- Completed 'Parent or Guardian Acknowledgment of Student Travel to Countries with Heightened Risk' form. Note that the form needs to be physically signed (not electronically signed) by a parent or legal guardian but the completed form can be scanned and emailed.

Additional Resources:

Assessments of the security, health, or other situation from various sources (travel advice and warnings, consular information sheets, public announcements and notices):

- U.S. State Department (www.state.gov/travel/)
- Centers for Disease Control and Prevention (wwwnc.cdc.gov/travel)
- Australian government travel advice (www.smartraveller.gov.au/zw-cgi/view/Advice/)
- Canadian government travel advice (travel.gc.ca/travelling/advisories)
- U.K. government travel advice (www.gov.uk/browse/abroad)
- World Health Organization (www.who.int/ith/en/)

Parent or Guardian Acknowledgement of Student Travel to Countries with Heightened Risk

I, _____ (name), am the parent or legal guardian of _____ (student's name). I understand that my student is requesting an exemption from Lawrence University's Policy on Student Travel to Countries Under a U.S. Department of State Advanced Travel Advisory Level and Other Countries with Heightened Risk to travel to _____ (city/region and country) during _____ (dates of travel). I understand that, if this exemption is granted, Lawrence's approval to travel to this location with Lawrence sponsorship or support may be reversed if the security situation or political climate changes after this exemption is initially granted. I have read and acknowledge the U.S. State Department Travel Advisory information and Centers for Disease Control travel advice currently in place for this country. I understand the potential risks in traveling to this location.

I understand that my student will be required to provide detailed itinerary and contact information (including in-country contact information, flight information, the location and contact information of local accommodations, and the names and contact information for any local partners) to Lawrence University. My student will complete all regular paperwork to register Lawrence-supported international travel following the regular deadlines. If my student is a U.S. citizen or permanent resident, I understand that Lawrence requires that travel plans be registered with the U.S. State Department's Smart Travel Enrollment Program (STEP) system before departure. I understand that Lawrence suggests that travelers know the location and contact information for the embassy of citizenship nearest the destination(s).

By signing below, I indicate my support and agreement that my student may travel to this 'heightened risk' area.

Print name

Signature

Date