

Proposal for University-Sponsored International Travel by Students

The proposal for international travel should be submitted along with all supporting materials as far in advance as possible before proposed travel.

Name: _____

Dates of proposed travel: _____

This proposal 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 leaders 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)

Travel will be funded by: _____

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

Please answer all numbered items below on a separate document.

Overview of proposed travel

- 1 Choice of location. Why is this location essential to your purpose of travel?
- 2 Draft itinerary and map indicating locations of all activities. Please be as detailed as possible. A detailed itinerary is required at least one month before departure.

Preparation & risk mitigation practices

- 3 Information about travel security considerations. Include research you have done about security conditions and include the relevant U.S. State Department, Centers for Disease Control, etc. information
- 4 Details of the local support structure in place. Do you have partners, contacts, community ties, or well-established organizations you are working with locally?
- 5 What is your (or other participants') previous experience in this location?
- 6 How will you minimize your (or the group's) exposure to travel risks? Are there characteristics of the activity or program design that address risk? Include information on your lodging, local travel, health needs, etc.
 - a. 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.)?
 - b. 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.)?

- c. 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.
- 7 Information about immigration requirements for participants. Share information about whether a participant traveling on a U.S. passport would need to have a visa to be in the host country for the purpose of participating in this activity. How will students traveling on passports other than a U.S. passport get information about whether they will need a visa? What is the basic process for participants to apply if they need a visa (apply at port of entry, apply in advance, is it necessary to use a visa service, are medical tests or background checks required for a visa application, etc.)?

Additional Resources:

Assessments of the security, health, or other situation from various sources (travel advice and advisories, 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/)

For student travel with faculty/staff leader accompanying

Employee-led international travel with students should generally have two or more leaders who can act on behalf of the university. Approval may be granted by the Provost's Office for groups to travel with one employee leader in certain circumstances where the risk is deemed acceptable and the trip leader has a clearly articulated plan for what to do should the leader be unable to continue with the group. The criteria for determining if student international travel can be accompanied by only one employee leader includes:

- Region visited and its level of risk
- Number of students involved with the international travel
- Leader's experience in the region and with the host location's most prevalent language
- Student participants' likely experience in the region and with the host location's most prevalent language
- Whether the itinerary is based in one city or if there will be regional travel
- Whether there will be resources contracted onsite for emergency support

If requesting to travel internationally with students accompanied by only one faculty or staff leader, please provide information pertinent to the criteria listed above as well as how participants will be prepared for an instance where the leader is unable to continue with the group.