

Approved by OIE Risk Management Advisory Committee and International Assoc. Deans Committee  
09/14/2017

### Office of International Education (OIE) Risk Management Advisory Committee Policy on International Travel to Countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3

The OIE Risk Management Advisory Committee consists of 9 voting members and 1 non-voting member, as follows:

Associate Provost for International Education (Chair)  
OIE Director of Education Abroad / Lead Member of OIE Emergency Response Team  
OIE Director of International Finance  
1 current or former UGA Study Abroad Program Director  
Director of Clinical Services, Counseling and Psychiatric Services  
Director of Administrative Services and Communications, University Housing  
Director of Medical Services  
Student Affairs  
Emergency Operations Manager, Office of Security and Emergency Preparedness  
Associate Director, Office of Legal Affairs (non-voting)

Current membership: Noel Fallows, Yana Cornish, Leigh Knapp, Wayne Parrott, Janet Liane Camp, Carla Dennis, Ronald Forehand, Justin Jeffery, John Newton, Art Leed.

Among other responsibilities, the OIE Risk Management Advisory Committee reviews Travel Authorization requests by sponsoring academic units or individual students, faculty and staff seeking to participate in educational activities in countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3.

A U.S. Department of State Travel Warning is defined as follows:

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Current list of Warnings:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

A CDC Warning Level 3 is defined as follows:

Avoid nonessential travel.

Current list of Warnings:

<https://wwwnc.cdc.gov/travel/notices>

**In all cases where travel is permitted to a country under a U.S. Department of State Travel Warning or a CDC Warning Level 3, even if a UGA account is not paying for the trip, a Travel Authorization must be submitted.**

Previous approvals for travel will be rescinded in the event that a Travel Warning subsequently comes into effect for the destination. In that event, a petition must be submitted and approved before travel may take place.

### **Undergraduate students**

Undergraduate students are prohibited from traveling as part of any UGA recommended or facilitated activity to a country that is currently under a U.S. Department of State Travel Warning or CDC Warning Level 3. There are no exceptions to this rule.

### **Graduate students**

#### **Graduate Student Travel to Countries Under a U.S. Department of State Travel Warning and/or a CDC Warning Level 3**

Please check that the country to which you wish to travel is currently under a U.S. Department of State Travel Warning or a CDC Warning Level 3:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

<https://wwwnc.cdc.gov/travel/notices>

In general, graduate students are discouraged from traveling to countries that are currently under a U.S. Department of State Travel Warning or CDC Warning Level 3. The risk of injury, detention, and death are significantly greater for many areas within travel warning countries, and UGA is not in a position to fully assess those risks or provide services in the event of emergency.

However, the OIE Risk Management Advisory Committee recognizes that there is a qualitative difference between research sanctioned by a Department and School or College, and impromptu or vaguely defined travel to such locations. Therefore, if a graduate student does wish to travel, the academic activity must have the support of a tenured or tenure-track UGA faculty member in the graduate student's major. The petition to travel must follow the procedure described below. The burden will be on the graduate student, in conjunction with the supporting faculty member and the unit Head or Director, to identify all relevant risks and demonstrate that they will be appropriately managed.

To achieve OIE approval, the petition to travel must be submitted at least 6 weeks prior to the date of travel. The petition must be submitted as follows:

1. Submit a Travel Registration in the GoAbroad Portal: <http://oie.uga.edu/student-travel-registration/grad.html>.
2. Submit a detailed Risk Mitigation Plan in the Portal, as approved by the unit Head or Director (a link will be provided upon submission of the initial Travel Registration). Samples of previously approved Risk Mitigation Plans can be found at the following links:
  - o [Example 1](#)
  - o [Example 2](#)
3. Provide a letter of support signed by both the tenured or tenure-track UGA faculty member in the graduate student's major, and the Head or Director of the sponsoring academic unit. The letter

of support must include the following information: (1) A statement that the Department will be responsible for covering the cost of any evacuation, or that this is covered by insurance; (2) Information about the student's familiarity with the area, e.g. proficiency in the language, previous visits to the affected area, traveling alone versus traveling as part of an organized group; (3) Specific information about the purpose of the travel, for example: access to unique study materials, e.g. to study a species or geological formation that only exists in one place; or access to specialized or unique research facilities, e.g. a specialized archive or research institute; (4) If applicable, a statement to the effect that the intended travel is not to the area affected by the Travel Warning; and (5) Approval of the student's Risk Mitigation Plan.

4. Purchase USG/UGA insurance for the duration of the travel, and upload proof of coverage in the Portal.
5. Attend a Travel Consultation at the UGA Health Center Travel Clinic or similar, and upload proof of attendance in the Portal. See: <https://www.uhs.uga.edu/services/travel-clinic>.
6. Enroll into the Smart Traveller Enrollment Program (STEP) via the U.S. Department of State: <https://step.state.gov/>.

Receiving OIE approval is the first step in the approval process for graduate student travel to countries under a U.S. Department of State Travel Warning or CDC Warning Level 3. Only after receiving OIE approval may graduate students apply for internal (e.g. Graduate School, LACSI, OVPR) or external (e.g. Boren) travel funds. **Note that even if a UGA account is not paying for the trip, a petition to travel must still be submitted.**

Previous approvals for travel will be rescinded in the event that conditions change. In that event, a petition must be submitted and approved before travel may take place.

For more information, please visit [Health & Safety section](#) of the GoAbroad Portal: [https://goabroad.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=0&Link\\_ID=91E33733-5056-BA1F-740E63BC0ABD9959](https://goabroad.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=91E33733-5056-BA1F-740E63BC0ABD9959)

#### CHECK-LIST FOR STUDENTS

- Seek the support of a tenured or tenure-track UGA faculty member in your major, and discuss travel plans
- Submit Travel Registration
- Develop Risk Mitigation Plan and submit to faculty member & unit Head/Director
- Obtain letter of support

#### ***After OIE conditional approval has been granted:***

- Purchase and provide proof of insurance
- Attend Travel Clinic and provide proof of attendance
- Enroll in STEP

#### ***After OIE final approval has been granted:***

- If applicable, apply for funding

## CHECK-LIST FOR FACULTY, AND UNIT HEADS AND DIRECTORS

- Discuss graduate student's plans and project
- Review Risk Mitigation Plan
- Write letter of support

### Faculty, postdocs, and non-graduate student staff

Faculty, postdocs, and non-graduate student staff will be prompted to read and acknowledge the following statement in the Travel Registry upon receipt of a Travel Authorization (TA) for countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3:

#### For Faculty, postdocs, and non-graduate student staff

##### Acknowledgement of Travel Risk

[Please click here](#) to check if your destination is currently under a U.S. Department of State Travel Warning.

If your destination is under a Travel Warning, there is a significant risk of travel to this country at this time. While OIE is not authorized to restrict or otherwise prohibit faculty travel, we recommend against travel to countries under U.S. Department of State Travel Warnings. Travel to such countries poses a significant risk to your safety and wellbeing. In the past, individuals traveling to countries under U.S. Department of State Travel Warning have been injured, detained, and in some cases killed. Because of this risk, please be advised that any travel to such destinations must be at your own risk and volition, that the University in no way requires this travel, and that the University may not be in a position to assist you in the event of emergency.

**Please check the box to acknowledge that you understand the risks associated with travel to countries under a U.S. Department of State Travel Warning and that travel is not recommended.**

Although you may be a frequent traveler to this destination, we recommend you do the following:

- Leave your daily itinerary (location, hotel information, modes of transportation) with your office staff.
- [Register your trip](#) with the U.S. Department of State.
- Contact Daniel Runge, the UGA Export Compliance Officer, if the Travel Warning country also has a travel restriction: <https://research.uga.edu/export-control/>