



## UNDERGRADUATE STUDENT INTERNATIONAL TRAVEL POLICY

Revised March 2018

### 1. PURPOSE

The goal of this policy is to assist University of Notre Dame ([ND](#)) undergraduate students in making well-informed international travel decisions and to improve the safety and quality of learning, research, and service experiences abroad.

### 2. POLICY STATEMENT

**2.1.** All [undergraduate students](#) on [Notre Dame-Sponsored International Travel](#) will:

**2.1.1.** Complete the designated travel registration process as outlined by Notre Dame International (NDI).

**2.1.2.** Enroll in international travel health insurance for the duration of the sponsored international travel period through ND's preferred provider.

**2.1.3.** Attend a mandatory pre-departure orientation through NDI, or a Department orientation in coordination with NDI including health, safety, emergency planning and security content.

**2.1.4.** Review the US Centers for Disease Control and Prevention website to determine [travel health notices](#) for their intended area(s) of travel. If the travel area has a travel health notice Level 3, the student must coordinate a health risk assessment and mitigation plan.

**2.1.5.** Travel registrations submitted for travel to [high risk locations](#) and/or participating in [high risk activities](#) will have their registration reviewed by the International Travel Review Committee ([ITRC](#)).

**2.2.** NDI utilizes the U.S. Department of State's classification system as our primary source in identifying international travel risks. Country specific classifications can be found at [travel.state.gov](#). All other reliable means of information on the health and safety of a location may be considered.

**2.2.1.** Additionally, the nature of the known sponsored activities during the period of international travel will be considered when determining whether or not a registration needs to be reviewed by the ITRC.

**2.2.2.** NDI's international travel registrar, in consultation with the supporting program and other campus resources as needed, will determine if a travel plan needs the review of the larger committee or if the travel risks can be appropriately mitigated through pre-departure preparation.

**2.3.** NDI supports and encourages Sponsored International Travel to countries or areas within a country classified as level one or two according to the US Department of State's [travel classification system](#).

**2.4.** Undergraduate students are prohibited from traveling to countries or portions of a country with a level three or four classification according to the US Department of State's travel classification system except as noted below:

**2.4.1.** An approved exception to policy for Sponsored International Travel is granted by the ITRC and/or ND's Vice President of Internationalization.

**2.4.2.** This exception to policy considers the academic, faith-based or service outcomes that can only be accomplished by traveling to the high-risk location(s).

- 2.4.3. All stipulations communicated in the exception to policy approval must be agreed upon and complied with or NDI may revoke travel approval at any time.

### 3. SCOPE

This policy applies to Notre Dame-Sponsored International Travel by undergraduate students inclusive of travel supported by [faculty and staff](#) who lead students on Notre Dame Sponsored International Travel. This policy does not apply to personal travel or to international students traveling to their home country unless funded or sponsored by the University.

### 4. PROCEDURES

- 4.1. Required University Travel Registration: Before departing, all undergraduate students traveling on Notre Dame-Sponsored International Travel must register via the [NDI Travel Registry](#). If undergraduate students are traveling as part of a group with a faculty or staff member, NDI encourages group coordination when registering. Information entered into the travel registry will be made available to University officials in the event of a crisis or an emergency. The University may not be fully able to assist or arrange evacuation for students who do not register travel through the NDI Travel Registry.
- 4.1.1. Emergency assistance is available to all University students while traveling on University-Sponsored International Travel. Such assistance may include emergency medical evacuation, translation services, embassy information, repatriation and security, and natural disaster assistance.
- 4.1.2. ND faculty and staff members cannot independently authorize international travel outside of NDI's international travel process. NDI will assist in providing global health and safety expertise to students, faculty and staff.
- 4.1.3. For travel to locations designated as an advisory level one or two by the US Department of State's travel classification system, registrants are highly encouraged to submit their registration online as close to one month prior to departure as possible.
- 4.1.4. International Travel to High Risk Destination Countries and/or inclusion of High Risk Activities on ND Sponsored Travel: Any undergraduate student traveling to a high risk location (inclusive of all designated US Department of State's locations classified at three or four at country or area level) must obtain approval for an exception to policy from the University's ITRC.
- 4.1.5. Applications for exceptions for travel to high risk locations or trips with high risk activities should be submitted as close to eight weeks prior to departure as possible. Students or departments should not purchase airline tickets prior to approval from ITRC.
- 4.1.6. Students are directed to email [travelregistry@nd.edu](mailto:travelregistry@nd.edu) if plans of a committed travel registration change.
- 4.1.7. Any faculty or staff member planning to lead or travel with any undergraduate student(s) to a high risk destination or undertaking a high risk activity must ensure each student has obtained the aforementioned approval. NDI will work in coordination with all campus members supporting travel.
- 4.1.8. Changes in Classification of Travel Level or the Expected Activity: In cases where the U.S. Department of State changes their travel classification or there is a change of planned activity that affects proposed travel, the ITRC will reevaluate the presented risks. Travelers, NDI and sponsoring departments will work towards the ultimate regard to health and safety and balanced precautions for international travel. Students are obligated to report all known changes affecting their proposed travel to [travelregistry@nd.edu](mailto:travelregistry@nd.edu).

- 4.1.9.** A University representative may be required to accompany students for overnight travel as mandated by the director of Student Activities Office or the director's designee. NDI can assist the sponsoring student organization in recruiting a ND faculty or staff member willing to serve as a University representative. The name, address, and phone number of the University representative must be submitted to the director of SAO or the designee, and to NDI to assure that the employee is afforded training resources for travel with student groups.
- 4.1.10.** Transportation: Students are advised to review the travel and transportation tab of the US Department of State [country information](#). Students may be required to develop a transportation risk assessment and mitigation plan in supplement to their travel registration. Students enrolled in ND Study Abroad programs are **not** allowed to operate a motorized vehicle.

#### **4.2. International Travel Review Committee**

The International Travel Review Committee (the Committee) evaluates the health, safety and security risks associated with Notre Dame-Sponsored International Travel. NDI hosts a University wide body which includes members of Student Affairs, Campus Safety, Risk Management, the Keough School of Global Affairs and General Counsel. The Committee is responsible for reviewing all proposed Notre Dame Sponsored International travel to countries or portions of countries with a travel classification system of three or four and/or for designated trips inclusive of high risk activities and for advising the Vice President and Associate Provost for Internationalization regarding proposed travel.

- 4.2.1.** The Committee considers information from governmental sources (including but not limited to the U.S. Department of State and Centers for Disease Control and Prevention), the University's travel assistance providers, the University's insurance carriers, and subject matter experts when providing relevant operational, legal, and risk management inputs.
- 4.2.2.** The Committee will respond to requests for expedited approval on a case-by-case basis and cannot guarantee review timelines. In evaluating applications, the Committee will consider various factors, including, but not limited to, the academic necessity and appropriateness of the proposed travel, the individual's personal preparedness, proposed measures for mitigating risks, and specifics of the travel classification system. In all cases, the student is best served by demonstrating a robust health, safety and logistic plan.
- 4.2.3.** After a student has received tentative travel approval within the NDI Travel Registry, the student is responsible for coordinating enhanced safety considerations stipulated by the ITRC with the sponsoring University organization. If a student is denied permission to travel, the student, with support from a University sponsor, may submit a written appeal to the Vice President and Associate Provost for Internationalization via The [International Travel Registrar](#). The appeal will be considered in consultation with the Committee.
- 4.2.4.** The IRTC will consider all required early departure or evacuation from locations due to health, safety or security considerations. Any undergraduate student who is notified or otherwise becomes aware that the U.S. Department of State has issued a mandatory evacuation order for their country of travel should immediately contact the nearest U.S. Embassy or Consulate and NDI's 24-hour assistance line at (U.S. country code) 574-339-6154 (Text, WhatsApp, and WeChat are supported on the assistance line).

### 4.3. Waiver and Statement of Responsibility

Undergraduate students on Notre Dame-Sponsored International Travel must review and sign a Waiver and Statement of Responsibility, Release, and Indemnification Agreement. These forms are required unless traveling with an athletic team as a requirement of team participation. If an undergraduate student is a legal minor, a parent or legal guardian must sign a supplemental parental consent form. All forms are available within the NDI Travel Registry system.

### 4.4 Health Insurance Mandate

Undergraduate students on Notre Dame-Sponsored International Travel may have their health insurance coordinated by their sponsoring University organization directly. Students will confirm their enrollment by uploading their insurance card into the travel registration system before committing to participate in their international program.

### 4.5 Pre-departure Orientation

All undergraduate students planning to participate on Notre Dame-Sponsored International Travel are required to attend a pre-departure orientation session. NDI hosts a live [Student International Safety Summit](#) which fulfills this requirement. Alternatively, a student may attend a department-certified orientation. Sponsoring University organizations make the final determination on which type of orientation program is required. Students should coordinate with their sponsoring University organization regarding all pre-departure requirements.

## 5. DEFINITIONS

<b>Faculty and Staff</b>	Any person currently employed by the University in any capacity, including full and part-time employees.
<b>Fully Registered Travel</b>	An undergraduate is considered fully registered when within the NDI travel registration system the following are complete: <b>Step 1:</b> Registration questionnaire and travel itinerary reviewed and moved forward <b>Step 2:</b> Signed waiver, statement of liability, attestation of Smart Traveler Enrollment Program (STEP) program, registration and upload of insurance coverage, local logistics contact plan, and a passport upload. <b>Step 3:</b> Participation in an orientation (inclusive of a completed emergency card), certified by their host department.
<b>High-Risk Activity</b>	Known and/or planned for activities during program sponsored time, which obligate risk mitigation considerations and practices. Activities include but not limited to: <ul style="list-style-type: none"><li>• <a href="#">ND international health insurance exclusions</a>.</li><li>• use of power tools, engaging in construction type activities, using farm implements, operating heavy machinery</li><li>• handling of bio-hazardous materials (e.g. blood products, bodily fluids, etc.)</li><li>• working in a lab without a lab safety course available</li><li>• operation of a motorized vehicle</li><li>• visiting an area known for high risks: refugee camps, areas of known disease (e.g. garbage dumps, high risk mosquito related disease areas, highly contagious disease areas, etc.)</li></ul>

<b>High Risk Location</b>	Utilizing the U.S. Department of State’s classification system as our primary source, NDI defines international travel destinations classified as a level three or four at <a href="http://travel.state.gov">travel.state.gov</a> as high risk.
<b>International Travel Registrar</b>	An ND staff member(s) who is entrusted with the responsibility to appropriately facilitate international travel review and preparation.
<b>International Travel Review Committee</b>	Selected individuals, from ND’s international education community who determine the suitability of proposed international travel plans to high risk destinations or those which include a high risk activity or activities based on an evaluation of international education, research and engagement worldwide.
<b>Notre Dame-Sponsored International Travel</b>	An international travel activity that has any or all of the following characteristics: <ul style="list-style-type: none"> <li>• Is funded wholly or in part by the University;</li> <li>• Is for academic credit from Notre Dame</li> <li>• Is affiliated with Notre Dame or in which the student represents the University. This includes international travel for research, conferences, study or student group travel. This includes all travel, whether organized by colleges, schools, departments, faculty, staff, student organizations or students themselves.</li> <li>• AND is performed away from the domestic United States.</li> </ul>
<b>Student International Safety Summit (SISS) Travel Classification System</b>	An NDI-Sponsored International Travel orientation for those participating in Notre Dame-Sponsored International Travel.
<b>Travel Classification System</b>	Travel advisory designations issued by the U.S. Department of State to disseminate information about conditions, within a particular country. These designations range from level one to level four. The system includes designations for entire countries and portions of a country. Details can be found here: <a href="http://travel.state.gov">travel.state.gov</a>
<b>Undergraduate Student</b>	Any student enrolled in a bachelor’s degree program at the University of Notre Dame and/or those participating on ND sponsored international travel.
<b>University or ND</b>	University of Notre Dame.

## 6. RESPONSIBILITIES and CONTACT

Responsibilities	Office or Position	Telephone Number	E-mail
Policy updates, clarifications, and monitoring	NDI Associate Director of International Health and Safety	574 631 6145	<a href="mailto:travelregistry@nd.edu">travelregistry@nd.edu</a>