



## UNDERGRADUATE STUDENT INTERNATIONAL TRAVEL POLICY Revised October 2019

### 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. SCOPE

This policy applies to [Notre Dame-Sponsored International Travel](#) by Undergraduate Students inclusive of travel supported by 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.

### 3. POLICY STATEMENT

**3.1.** All Undergraduate Students on Notre Dame-Sponsored International Travel will:

**3.1.1.** Complete the [travel registration](#) process as outlined by Notre Dame International.

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

**3.1.3.** Complete the mandatory pre-departure [Travel Safety 101 Online Course](#), which includes health, safety, emergency planning, and security information and advice.

**3.1.4.** Review the US Centers for Disease Control and Prevention website and US Department of State website to determine if there are [travel health notices](#) or [travel safety advisories](#) for their intended area(s) of travel. If the travel area has a travel health notice of Level 3 or a travel safety advisory of Level 3 or 4 (defined in the policy as [High Risk Locations](#)), the student must complete a travel risk assessment and mitigation plan and submit their proposed travel for review to the International Travel Review Committee ([ITRC](#)).

**3.1.5.** Undergraduate Students who submit travel registrations for international travel inclusive of [High Risk Activities](#) must complete a travel risk assessment and mitigation plan and submit their proposed travel for review to the ITRC.

**3.2.** NDI utilizes the [US Department of State's Travel Classification System](#) as the primary source in identifying international travel safety 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.

- 3.3. NDI supports and encourages Notre Dame-Sponsored International Travel to countries or areas within a country classified as Level 1 or 2 according to the US Department of State's Travel Classification System.
- 3.4. Undergraduate Students are prohibited from traveling to countries or portions of a country with a Level 3 or 4 classification according to the US Department of State's Travel Classification System or with a Level 3 travel health notice according to the [CDC's Travel Health Notice system](#) except as noted below:
  - 3.4.1. An approved exception to policy for Notre Dame-Sponsored International Travel is granted by the ITRC and/or ND's Vice President and Associate Provost for Internationalization.
  - 3.4.2. This exception to policy considers the academic, faith-based or service outcomes that can only be accomplished by traveling to the High Risk Location and/or participate in High Risk Activities.
  - 3.4.3. 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.

#### 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 Undergraduate Students who do not register travel through the NDI Travel Registry.
  - 4.1.1. Emergency assistance is available to all Undergraduate 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 1 or 2 by the US Department of State's travel classification system, Undergraduate Students are highly encouraged to submit their registration online as close to 1 month prior to departure as possible.
  - 4.1.4. Undergraduate Students are directed to email [travelregistry@nd.edu](mailto:travelregistry@nd.edu) if plans of a committed travel registration change.
  - 4.1.5. **International Travel to High Risk Locations and/or Inclusion of High Risk Activities on Notre Dame-Sponsored Travel:** Any Undergraduate Student traveling to a High Risk Location and/or participating in High Risk Activities must obtain approval for an exception to policy from the University's ITRC. Applications for exceptions for travel to high risk locations or trips with high risk activities should be

submitted as close to 8 weeks prior to departure as possible. Undergraduate Students or departments should not purchase airline tickets prior to approval from ITRC.

- 4.1.6.** Any Faculty or Staff member planning to lead or travel with any Undergraduate Student(s) to a High Risk Location or participating a High Risk Activities must ensure each student has obtained the aforementioned approval. NDI will work in coordination with all campus members supporting travel.
  - 4.1.7. Changes in Advisory or Warning Level or the Expected Activity:** In cases where the US Department of State changes their travel classification, CDC changes their travel health notice level, 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).
  - 4.1.8. Student Clubs and Organizations:** A University representative may be required to accompany Undergraduate Students for overnight travel as mandated by the director of Student Activities Office (SAO) 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.
  - 4.1.9. Transportation:** Undergraduate Students are advised to review the travel and transportation tab of the US Department of State [country travel advisories website](#). Undergraduate Students may be required to develop a transportation risk assessment and mitigation plan in supplement to their travel registration. Undergraduate Students on Notre Dame-Sponsored International Travel are **not** allowed to operate any motorized vehicle.
- 4.2. International Travel Review Committee:** The International Travel Review Committee (the Committee or ITRC) evaluates the health, safety and security risks associated with Notre Dame-Sponsored International Travel for Undergraduate Students.
- 4.2.1.** The Committee is responsible for reviewing all proposed Notre Dame-Sponsored International travel to High Risk Areas and/or for designated trips inclusive of High Risk Activities and for advising ND's Vice President and Associate Provost for Internationalization regarding proposed travel. NDI hosts a University-wide body which includes members of Student Affairs, Campus Safety and Emergency Management, Risk Management, the Keough School of Global Affairs, and General Counsel.
  - 4.2.2.** The Committee considers information from governmental sources (including but not limited to the US Department of State and Centers for Disease Control and Prevention), the University's emergency assistance providers, the University's insurance carriers, and subject matter experts when providing relevant operational, legal, and risk management inputs.

- 4.2.3. The Committee will respond to requests for expedited approval on a case-by-case basis but 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 Undergraduate Student’s personal preparedness, proposed measures for mitigating risks, and specifics of the US Department of State Travel Classification System. In all cases, the student is best served by demonstrating a robust health, safety, and logistics plan.
- 4.2.4. After the Undergraduate Student has received tentative approval from the Committee, the Undergraduate Student is responsible for coordinating enhanced safety considerations stipulated by the ITRC with the sponsoring University organization, if applicable. If an Undergraduate Student is denied permission to travel, the Undergraduate Student, with support from a University sponsor, may submit a written appeal to ND’s Vice President and Associate Provost for Internationalization via the [International Travel Registrar](#). The appeal will be considered in consultation with the Committee.
- 4.2.5. 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 US Department of State has issued a mandatory evacuation order for their country of travel should immediately contact the nearest US Embassy or Consulate and the Notre Dame Police Department (NDPD) Emergency Line at (US country code) +1 574-631-5555.

**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:** All Undergraduate Students must enroll in international travel health insurance for the duration of the Sponsored International Travel period through ND’s preferred provider. Undergraduate Students may have their health insurance coordinated by their sponsoring University organization directly. Undergraduate Students will confirm their enrollment by uploading their insurance card into the NDI Travel Registry system before committing to participate in their international travel.

**4.5. Pre-departure Travel Safety 101 Online Course:** All Undergraduate Students planning to participate on Notre Dame-Sponsored International Travel are required to complete the pre-departure Travel Safety 101 Online Course. Further, students traveling as part of a group from Notre Dame may also be required to also attend a trip-specific or department-certified orientation in addition to completing the Travel Safety 101 Online Course.

## 5. DEFINITIONS

---

<b>CDC Travel Health Notice System</b>	Travel health designations issued by the US Centers for Disease Control and Prevention to disseminate information about health conditions, within a particular country. These designations range from level 1 to level 3. Details can be found here: <a href="https://www.cdc.gov/travel/notices">cdc.gov/travel/notices</a>
--	--

---

<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 Student is considered fully registered when within the NDI travel registration system when the following are complete: <ul style="list-style-type: none"> <li>● <b>Step 1:</b> Registration questionnaire and travel itinerary reviewed and moved forward step two.</li> <li>● <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.</li> <li>● <b>Step 3:</b> Complete the travel safety online course (inclusive of a completed emergency contact card).</li> </ul>
<b>High Risk Activity</b>	Known and/or planned for activities during Notre Dame-Sponsored International Travel time, which obligate risk mitigation considerations and practices. Activities include but are not limited to: <ul style="list-style-type: none"> <li>● <a href="#">activities excluded from Notre Dame international insurance coverage</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>● performing medical procedures</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>	International travel destinations classified as a Level 3 or 4 by the US Department of State at <a href="http://travel.state.gov">travel.state.gov</a> or travel health notice warning Level 3 by the Centers for Disease Control and Prevention (CDC) at <a href="http://cdc.gov/travel/notices">cdc.gov/travel/notices</a> .
<b>International Travel Registrar</b>	An NDI 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 is traveling on behalf of 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>● <u>AND</u> is performed away from the domestic United States.</li> </ul>

<b>Travel Safety 101 Online Course</b>	An NDI-created online course focused on travel safety preparedness, awareness, and readiness, and required for Undergraduate Students participating in Notre Dame-Sponsored International Travel.
<b>US Department of State Travel Classification System</b>	Travel advisory designations issued by the US 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 Notre Dame-Sponsored International Travel.
<b>University or ND</b>	University of Notre Dame.

## 6. RESPONSIBILITIES AND CONTACT

<b>Responsibilities</b>	<b>Office or Position</b>	<b>Telephone Number</b>	<b>E-mail</b>
Policy updates, clarifications, and monitoring	NDI Associate Director of International Travel and Safety	+1 574-631-6145	<a href="mailto:travelregistry@nd.edu">travelregistry@nd.edu</a>