

**INTERNATIONAL FACULTY-LED PROGRAMS - TRAVEL RESTRICTION  
EXCEPTION REQUEST FORM (FOR ONE-TIME TRAVEL)  
TO BE COMPLETED BY THE REQUESTOR**

This form should be completed by UTSA faculty requesting an exception from the current travel restriction to conduct a faculty-led program in a location/region found on the **UTSA Restricted Regions List**. Petitions for a travel exception will be reviewed by the **UTSA International Oversight Committee**.

All requests **must** be submitted to the UTSA International Oversight Committee **at least 15 working days** in advance of proposed travel. **Incomplete requests will not be accepted.**

**SAFETY & SECURITY:** Please use these resources to gather safety and security information about the restricted location to which you are proposing to travel.

**International SOS** is the UT-System-contracted international emergency assistance provider. The website is [www.internationalsos.com](http://www.internationalsos.com) and our **UT System membership ID is 11BSGC000037**. Enter the membership number ID to access the up-to-date country-specific medical and safety information that International SOS provides. Additionally, identify local health service providers on the ISOS website or by calling 215.942.8478.

**All travelers are required to register with International SOS. Students will be automatically registered when they complete all forms within the UTSA study abroad portal.** For faculty and staff, travel booked through one of UTSA's travel agencies are automatically registered with International SOS. Faculty leaders are asked to reinforce with students participating in their program that completing the study abroad application is mandatory prior to departure.

Faculty who do not use a university-contracted agency for travel, must forward their travel itineraries, including accommodations to: [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com) for automatic registration with ISOS prior to departure. Students are required to complete their application in the study abroad portal, doing so will register them with ISOS.

Additional country-specific travel advice is available through the **U.S. Department of State** website: [www.travel.state.gov](http://www.travel.state.gov). This website lists country-specific warnings, alerts, and advice for U.S. citizens on the risks related to travel.

**The Centers for Disease Control** and **International SOS** provide information on current health advisories for specific countries.

If approved, each student traveler will also complete the **Traveler Mitigation of Risk and Risk Notification Statement** within their application in the UTSA study abroad portal.

**Requestor Details:**

Title and Course Number(s): \_\_\_\_\_

_____	_____	_____
Last Name	First Name	Middle
_____	_____	_____
Title	Department	College

**Country(s) of Destination (cities and states – Be specific.) and Risk Category (1 - 4):**

**Exact Travel Dates (In-Country Dates):**

**Purpose of Proposed Travel: Include necessity or justification for traveling to the restricted country and implications of not traveling to the requested destination. Note, if you have a lengthy description, please attach on a separate sheet.**

**Detailed Travel Itinerary**

**Provide a complete itinerary of your travel, including all departure/arrival dates, airline flights #'s, in country planned travel dates and locations.**

**Details about transportation. Include details about what modes of transportation your group will use, i.e. taxis, private shuttles, local trains/metro, etc.**

**Lodging/Accommodations (include address, telephone/fax numbers, e-mail) If students will be housed with host families, describe how homestays were determined, vetted, etc.:**

**Language proficiency of faculty/staff group leaders. If no language proficiency, explain how you will manage the language barrier.**

**Describe level of familiarity of faculty/staff group leaders with region/area of proposed travel.**

**With regard to current travel warnings/alerts/advisories and your own health, safety and security assessment of this region, what risks might students encounter while in-country?**

**What specific steps will you take to mitigate the risk? What information will you provide and how will you educate the students on mitigating risk? How will you disseminate this information to your students?**

**What is your communication and emergency response plan as it relates to: natural disasters, civil/political unrest, medical emergencies related to accident or injury? Be specific and detailed. Attach additional sheets as necessary.**

List any other considerations you believe to be relevant to the IOC review:

### Faculty/Staff Leader Contact Information While Abroad

It is important that UTSA has the necessary information immediately available to us, in the event that an emergency or unexpected event makes it necessary for the University to locate you during your proposed UTSA related travel in a restricted travel region. Please provide the following information so that UTSA and/or outside sources may know how to contact or communicate with you in the event of an emergency:

**Leader(s) Name (as it appears on passport):** \_\_\_\_\_

**International Cell Phone:** \_\_\_\_\_

**Additional phone numbers (cell/work/home):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

If you are staying in a different location than the students in your group, please list the physical address of all locations where you will be staying in-country and your plan for ensuring students have sufficient supervision for this situation:

**Faculty/Staff Lead U.S. Emergency Contact Person**

Provide information for your chosen U.S. emergency contact for use in the event of an emergency or crisis

<b>Name:</b>	<b>Relationship to Traveler:</b>
<b>Physical Address:</b>	
<b>Phone numbers (cell/work/home):</b>	
<b>E-mail:</b>	

**Provide Contact Information for the Following:**

For assistance in completing this section, it is recommended that you contact International SOS at 215-942-8226. **UT System membership ID is 11BSGC000037**. An International SOS consultant will provide you with the appropriate safety, security, and health contact information or will direct you to useful resources.

**Embassy or Consulate in Country of Proposed Travel**

Address

Phone

Email

**Primary Hospital or Clinic Recommended by International SOS**

Name of Hospital/Clinic

Address

Phone

Website

**Local University or Nongovernmental Organization (NGO)**

If you are working with a local partner, include a contact that can provide emergency assistance if necessary.

Contact Person

Address

Phone

Email

**Signature of Requestor(s):**

\_\_\_\_\_  
Signature Date

By signing above you also confirm that you have read and understood the UTSA Risk Notification Statement on the last page of this document.

**Department/College/Provost/Vice President Review**

Approval of Department Chair

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of College/School Dean (or Vice President, President as appropriate):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Submitting your request:**

After the Department Chair and Dean have signed above, forward this request to:

René Zenteno  
Vice Provost of International Initiatives and Senior International Officer  
Main Building 4.120  
University of Texas at San Antonio  
[cynthia.arreola@utsa.edu](mailto:cynthia.arreola@utsa.edu)

**REMINDER: All requests MUST be submitted to the International Oversight Committee at least 15 working days in advance of proposed travel.**  
No incomplete requests will be accepted.

**IOC Review and Approval**

Date of Review:

Approval or disapproval by the UTSA Vice Provost for International Initiatives, based on the recommendation of the IOC:

- Approved
- Disapproved

Name

Signature Date

## TRAVELER MITIGATION OF RISK

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1. Registration of your itinerary details with International SOS, UTSA's emergency assistance provider, is now a UT System **REQUIREMENT**. The website is [www.internationalsos.com](http://www.internationalsos.com) (Membership ID = 11BSGC000037). By checking the box below you are confirming your registration with International SOS prior to travel.

**Registration with International SOS**

2. The U.S. State Department maintains lists of country-specific Travel Warnings and Alerts for U.S. citizens. The website is [www.travel.state.gov](http://www.travel.state.gov). By checking the box below, you are confirming that you have read and understood the current U. S. State Department Travel Warning or Alert for this destination (if applicable).

**Acknowledgment of U.S. State Department Travel**

### Warning/Alert

3. Travel to any location on the UTSA Restricted Regions List involves degrees of risk. The UTSA Risk Notification Statement (last page of this document) provides information on many of those risks and resources for mitigating them. By checking the box below, you are confirming that you have read and understood the UTSA Risk Notification Statement.

**Acknowledgment of UTSA Risk Notification Statement**

4. **No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region.** By checking the box below you are confirming that any participation in travel to a Restricted Region is strictly voluntary, and you assume full responsibility for all risks associated with this travel.

**Voluntarily Traveling to a Restricted Region**



## **RISK NOTIFICATION STATEMENT**

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The University of Texas at San Antonio must review international travel to destinations on the UTSA Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the Restricted Regions list involves certain degrees of risk.

**It is important that you UNDERSTAND & CAREFULLY CONSIDER THE FOLLOWING RISKS:**

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency flights may be suspended, and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, the University of Texas at San Antonio, and their contracted emergency assistance provider, International SOS, may not be in a position to provide emergency assistance to you.
- Participation in travel to a UTSA Restricted Region has inherent risks, which may include illness, kidnapping, injury or death. These risks can never be completely eliminated.
- Risks of travel to your destination, may include (but are not limited to) dangers to health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.
- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors/risks that are unknown or that have not been brought to your attention by the University of Texas at San Antonio.

**IT IS HIGHLY RECOMMENDED THAT YOU VISIT & CAREFULLY REVIEW THE FOLLOWING WEBSITES:**

- <http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions/> UTSA Travel Policy
- <http://www.internationalsos.com> International SOS website (Member ID: 11BSGC000037)
- <http://www.travel.state.gov> US Department of State website for Travel Warnings, advisories, and consular information sheets for the intended destination
- <http://www.cdc.gov> US Center for Disease Control and Prevention website for information on health issues and recommended vaccinations for travel to intended destination
- <http://www.who.int> World Health Organization website for information on disease outbreaks and emergencies

## **ACKNOWLEDGMENT STATEMENT**

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***No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region.***

By submitting this signed request, the traveler confirms that any participation in travel to a Restricted Region is voluntary and assumes full responsibility for all risks associated with this travel.