

**Faculty/Staff/Student Request to Travel to Restricted Regions  
(FOR ONE-TIME INDIVIDUAL TRAVEL)**

**TO BE COMPLETED BY REQUESTOR**

Individual UTSA faculty and staff requesting to participate in any UTSA-related activity (including but not limited to programs, exchanges, research, conferences, service learning projects, meetings, teaching endeavors, etc.) in a location listed on the **UTSA Restricted Regions List** must complete this form.

This request for travel to a restricted region will be closely reviewed by the UTSA International Oversight Committee (IOC). **All requests MUST be submitted to the Vice Provost of International Initiatives at least 10 working days in advance of proposed travel.** Incomplete requests will not be accepted.

**Please note the following exceptions:** Individual travelers participating in university-sponsored International Group Travel or Faculty-Led Study Abroad programs do not need to complete this form. Instead:

- UTSA faculty and/or staff organizing and leading international travel events involving the travel of a group of people to a country, region, or area on the UTSA Restricted Regions List should complete the **International Group Travel – Travel Restriction Exception Request Form**.
- UTSA departments, faculty, and/or staff proposing to sponsor course-based faculty led international study abroad related travel and programs to a country, region, or area listed on the UTSA Restricted Regions List should complete the **International Faculty-Led Programs – Travel Restriction Exception Request Form**.

**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). UTSA membership ID is **11BSGC000037**. Enter the membership number ID to enroll yourself and access the up-to-date country-specific medical and safety information that International SOS provides.

**You are required to register with International SOS.** Travelers who use one of UTSA's travel agencies to schedule transportation are automatically registered with International SOS. Because of this, individual travelers are strongly encouraged to use a UTSA-contracted agency to schedule your travel. If a university-contracted agency is not used, then the traveler must manually register his/her travel itinerary in the International SOS database.

**The U.S. Department of State** website is [www.travel.state.gov](http://www.travel.state.gov) and lists country-specific warnings and alerts, while advising U.S. citizens on risks related to travel in specific countries.

**Requestor Details:**

_____	_____	_____
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):**

**Detailed Travel Itinerary**

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

**Explanation of Travel**

**Provide a statement detailing the compelling reason why travel must take place in the proposed location and why you cannot engage in either a similar or alternate program in a different location.**

**Lodging/Accommodations (include address, telephone/fax numbers, e-mail):**

**Traveler's level of familiarity with region/area of proposed travel, including the language proficiency of Traveler(s):**

**Planned Safety Precautions for Travel and Stay:**

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

## Traveler's Emergency 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:

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

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

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

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

**Physical Address of all locations where you will be staying:**

## U.S. Emergency Contact Person

Provide information for your chosen US emergency contact for use in the event of an emergency or crisis:

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

**Signature of Requestor:  
Or Signature of Requestor's Parent/Guardian if Requestor is under the age of 18:**

\_\_\_\_\_  
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**

**Note:** Administrative officers and staff in administrative portfolios, including those of the President, Provost, and other Vice Presidents proposing to travel in a restricted region should submit a completed **Individual Travelers – Travel Restriction Exception Request Form** to his/her immediate supervisor for approval.

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:

Dr. Lisa Montoya  
Interim Vice Provost of International Initiatives and Senior International Officer  
Main Building 1.410  
University of Texas at San Antonio  
[cynthia.arreola@utsa.edu](mailto:cynthia.arreola@utsa.edu)

**REMINDER:** All requests MUST be submitted to the Senior International Officer at least 10 working days in advance of proposed travel.

**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.***