

## International Faculty-Led Programs – Travel Restriction Exception Request Form (For One-Time Travel)

To be completed by the Requestor

For questions regarding Restricted Regions travel, email [global@utsa.edu](mailto:global@utsa.edu)

[Click here for travel request deadlines](#)

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 3 months** in advance of proposed travel. Please refer to Deadline chart for deadlines. **Incomplete requests will not be accepted.**

Please use Adobe Reader to fill out the request form.

### Program/Group Organizer Details

Fill out **all** fields.

Individual Submitting Request	Title/Position
Department/College	Email
Phone	Phone Number while abroad

### Description of Travel

Fill out **all** fields.

\*Travel dates must be included for final submission.

Title of Program	Course Number(s)
Department	College
Proposed Locations (Cities and Countries)	
Proposed Travel Dates	

[Restricted Regions List](#). What is the category of restriction for your proposed travel?

1    
  2    
  3    
  4    
  Multiple Categories

If "Multiple Categories" please specify category in each location:

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### Program Proposal

Fill out all fields.

1. What is the compelling academic reason why this travel must take place at the location, despite current risks? What alternative opportunities are available and why were they not chosen?

2. List proposed airlines and flight numbers. (The IOC recommends you do not book travel prior to approval; however, list potential flight information.)

3. List physical addresses for your accommodations and where you will be based. Be specific enough for an accurate search on Google Maps and attach map showing, to and from airport, lodging, study/research sites, etc.

**Instructions on how to create map of proposed travel (log in using a google account):**

<https://www.google.com/maps> → ≡ (menu) → YOUR PLACES → MAPS → CREATE MAP → add drop pins to indicate: lodging, places of work, study/research sites, planned visits; insert DRAW LINE to and from airport <-> lodging, planned transportation routes.

4. What is the faculty/staff level of familiarity with the proposed destination? (E.g., professional networks, family connections, language proficiency, etc.)

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

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### Program Proposal

Fill out all fields.

6. Describe the policies and measures the program will take for mitigating the specific security risks identified by International SOS and the U.S. Department of State. Such measures might include avoiding travel to certain neighborhoods in a city, using only specific means of transportation, not traveling alone after dark, etc. Contact International SOS and speak with a security expert for the country where the program will take place. Include the International SOS Case # and Travel Security Brief.

#### **Emergency Response Plan (ERP)**

7. Group leaders are required to submit an Emergency Response Plan (ERP) to Global Risk & Safety (GRS) at least 30 days prior to their program's start date. The ERP must contain emergency contact information, a final itinerary/schedule, and a complete roster of all people who will be traveling with the program, including students, volunteers, teaching/research assistants, and any other invited guests. ERP templates are available online: <https://utexas.box.com/v/ERPTemplate>. Completed ERPs should be sent to [TravelAbroad@austin.utexas.edu](mailto:TravelAbroad@austin.utexas.edu).

Yes, I will send an ERP to the above email address 30 days prior to the program's start date.

#### **Contingency Plan**

8. Explain what the sponsoring academic unit will do in the event the University decides to recall (or evacuate) the program early due to heightened risks to health, safety, or security. This should include contingencies regarding academic concerns, participant housing, program relocation, etc.

#### **Pre-Departure Safety Awareness – Health, Safety, and Security**

9. Describe how pre-departure health, safety, and security information will be provided to program participants and what content will be included. Programs taking place in Restricted Regions must include certain required safety awareness elements in their pre-departure orientations for all UTSA participants (see the Pre-Departure Safety Awareness section). If appropriate, programs may choose to conduct a separate risk training to address these items. Clearly demonstrate how each of these required elements will be addressed in pre-departure orientations.

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### Pre-Departure Safety and Security

Initial the appropriate box in each section.

#### A. U.S. DEPARTMENT OF STATE

##### Smart Traveler Enrollment Program (STEP)

Register your travel with the U.S. Department of State using the Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step>. STEP allows you to enter information about your upcoming trip abroad so that the U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

- Yes, I will enroll in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP).
- No, I am not a U.S. citizen; but I will follow the guidance provided by my country of citizenship.

#### B. INTERNATIONAL SOS

##### How to Contact International SOS

The University of Texas System provides all students, faculty, and staff traveling internationally on UT-sponsored activities/programs with overseas insurance. The overseas insurance package includes a membership with International SOS, an international emergency assistance provider. If you need medical or security-related advice or assistance at any time while abroad, contact International SOS at 1-215-942-8059, or call UTPD at 1-210-458-4242. Depending on the nature and severity of your situation, International SOS can pay for your medical care and/or other services, or you may need to pay yourself and file a claim for reimbursement. Questions about overseas insurance and filing a claim should be directed to International SOS.

For more information on ISOS and overseas insurance: [Click here.](#)

Download the ISOS smartphone app: <https://www.internationalsos.com/assistance-app>

UT Member ID: 11BSGC000037

- Yes, I understand how to contact International SOS.

##### International SOS Individual Travel Security Briefing

Students proposing travel to a Restricted Region(s) must participate in a one-on-one discussion with an International SOS security expert to review the proposed itinerary and travel plans and to obtain personalized safety/security guidance.

1. Call ISOS at 1-215-942-8478, or toll free: 1-800-523-6586.
2. Identify yourself as a UTSA faculty/staff/student (Member ID 11BSGC000037).
3. Ask to speak to a security expert to discuss travel advice for your destination. Be prepared to take notes.
4. Review your travel itinerary, and discuss safety/security guidance and any other travel advice.
5. Take notes to include in the ISOS section of this packet.
6. Ask for an ISOS Case # and the security expert’s name.

- Yes, I have discussed my itinerary and travel plans with an International SOS security expert. I understand that the IOC will receive a report of the call.

International SOS Case Number

Name of International SOS Security Expert

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### Pre-Departure Safety and Security

Answer each of the following questions. If more space is needed, use the additional text box provided after the “Required Attachments” section or attach a Word Document.

**Communication Protocols**

**1. On-Site Emergency Contact**

Provide information for at least one on-site contact person. If there is on-site institutional emergency support (e.g., campus emergency line or 24/7 support staff) include that information as well. Note: Please provide all phone numbers with the country code (e.g., a Mexico City phone number would read 011-52-55-5080-2000).

On-Site Contact Name	Title
Affiliation with Program	Office Phone
Email	24-Hour Phone

**2. UTSA Emergency Contact**

Provide information for at least one UTSA contact person.

Primary Contact Name	Office Phone
Affiliation with Program	Department/College
Email	24-Hour Phone

**3. U.S. Embassy/Consulate Contact**

Provide complete contact information for the U.S. Embassy or Consulate nearest the program’s location. If traveling to multiple locations, please attach a document with all relevant embassies’ contact information.

Contact Name	Phone
Title	Country
Email	

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

Name of Hospital/Clinic	
Address	Phone

**5. 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	Phone
Address	Email

## International Faculty-Led Programs – Travel Restriction Exception Request Form (For One-Time Travel)

### Risk Notification Statement

Read all of the following statements and initial all boxes.

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** and **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.

Yes, I have read and understand the above statements.

It is **HIGHLY RECOMMENDED** that you visit & **CAREFULLY REVIEW** the following websites:

- [UTSA Travel Policy](#) on Restricted Regions
- [International SOS](#) (Member ID: 11BSGC000037)
- [US Department of State](#) for Travel Warnings, advisories, and consular information sheets for the intended destination
- [US Center for Disease Control and Prevention](#) for information on health issues and recommended vaccinations for travel to intended destination
- [World Health Organization](#) for information on disease outbreaks and emergencies

Yes, I have read and understand the above statements.

### Voluntary Participation in Travel

Read the following statement and initial the box at the end.

**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.

Yes, I have read and understand the above statement.

### IOC Right to Withdraw Approval

Read the following statement and initial the box at the end.

In the event of approval, **the University retains the right to withdraw approval and/or require return to the U.S.** This may occur if there is a change in the proposed itinerary, the critical nature of the trip, or the health/safety/security climate of the region of interest.

Yes, I have read and understand the above statement.

### Penalties for IOC Travel Policy Violation

Read the following statement and initial the box at the end.

The University reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UTSA Travel Policy to Restricted Regions.

Yes, I have read and understand the above statement.

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### Required Signatures

**Signature of Requestor:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing below, the chair of the department in which the faculty teaches certifies that the proposed travel is:

Check appropriate box:

Academically Necessary

Academically Important

Not Academically Necessary or Important

Further, that the faculty is/are prepared to reasonably mitigate the accompanying risks.

\_\_\_\_\_  
Dpt. Chair/Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Delegate Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The IOC welcomes additional comments from the Dpt. Chair/Supervisor in the text box below.

The IOC welcomes additional comments from the Dean in the text box below.

### Submitting your request

*To be completed by  
Vice Provost of Global  
Initiatives*

After the Dpt. Chair/Supervisor & Dean have signed above, forward this request to: [global@utsa.edu](mailto:global@utsa.edu)

The request is being submitted to the Office of the Vice Provost for Global Initiatives  
Main Building 1.209

University of Texas at San Antonio

If you have any questions call us at (210)458-7211 or email us at [global@utsa.edu](mailto:global@utsa.edu)

**REMINDER:** All requests MUST be submitted to the Global Initiatives at least **3 months** in advance of proposed travel.

**IOC Review and Approval**

Date of Review: \_\_\_\_\_

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

Approved

Disapproved

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date