Enhanced Procedures and Guidelines for all International Delegation Visits

For the purpose of these enhanced procedures, an international delegation refers to any international group or group with some international members requesting to visit UTSA or being requested to visit UTSA as an official representative of a foreign academic, private, or governmental institution. The international delegation may consist of one or more members and can include but is not limited to students, staff members, faculty members, government representatives, association members, industry leaders or representatives, and high-ranking individuals with the capacity to serve as an official representative of another institute or group

1. The Vice Provost for Global Initiatives working in conjunction with The Office of Research Integrity will review and approve all international delegation visit requests.
2. The International Visitor Request form should be submitted online no sooner than sixty days prior to arrival of the delegation (Click here for form);
3. UTSA faculty and staff requesting the international visit must have Chair, Dean or office equivalent approval.
4. The International Visitor Request form requires, at a minimum, the full names and titles of all international guests participating in the visit, their institutional affiliations and country of origin, the visit purpose, the proposed locations to be visited during the visit, the timing and duration of the visit, and Chair, Dean or office equivalent approval.
5. UTSA faculty or staff requesting the visit should complete the International Visitor Request form as thoroughly as possible in order to determine UTSA hosting requirements and to satisfy vetting requirements for The Office of Research Integrity.
6. Vice Provost for Global Initiatives in conjunction with The Office of Research Integrity, must approve any exceptions and/or last-minute additions to an approved visit;
7. The UTSA faculty or staff member who requests a visit must be present during the visit at all times or designate an office representative in his/her place;
8. The UTSA faculty or staff member who requests a visit is responsible for communicating information technology/systems restrictions to the international delegation prior to the visit and for ensuring international visitors adhere to the restrictions during the visit.
9. Information technology/systems restrictions include but are not limited to,
9.1 international visitors are not authorized to use any UTSA computing equipment or information systems,
9.2 international visitors are not authorized to attach any device to UTSA computing equipment (e.g., USB drive, external drive, mobile phone, personal computer, etc.),
9.3 international visitors are authorized to use “Air Rowdy Guest” Wi-Fi,
9.4 international visitors are not authorized to use any other UTSA internet services
10. All members of a visiting delegation must stay with the visit at all times. If the hosting UTSA office, department or college desires separate engagements on campus for different members of the group, this must be approved and coordinated ahead of time as part of the official itinerary, and the hosting office, department or college must have escorts present with all international guests at all times.
11. Depending on the size of the delegation, at least two UTSA representatives will be with the delegation at all times to ensure the visit stays on its approved route and that participants stay with the visit.

12. Any UTSA employees discovered to be leading unapproved visits may be subject to disciplinary action.