

Georgia State University  
Policy on Travel to Countries with Travel Warnings

I. Introduction

Georgia State University engages in efforts to internationalize its academic activities and establish sustained international relationships that further the education, research and scholarship of its students and faculty.

The Policy on Travel to Countries with Travel Warnings is intended to promote the health, safety and security of all members of the University community while traveling abroad. This policy is designed to support the international engagement of its students, faculty and staff in a responsible manner.

II. Applicability

This Policy applies to faculty, staff and students traveling to countries under a travel warning for University-related purposes, which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competition.

III. Policy

Georgia State strongly recommends against, but does not prohibit, travel to countries for which the U.S. Department of State has issued a travel warning or where there is reliable information of significant health or safety risks. Consistent with the provisions outlined below, the University reserves the right to prohibit or suspend travel for University-related purposes to any destination by faculty, staff or students if significant health, safety or security concerns pose extreme risks that warrant such a decision.

Individuals traveling internationally should develop a specific contingency plan to be implemented in an emergency situation. These plans should include registration with consular officials, procedures for evacuation to safer areas and for communicating with responsible parties in the U.S.

Travel to countries under a Travel Warning issued by the U.S. Department of State requires advance approval as follows:

A. Travel by Faculty and Staff

1. Faculty and staff who wish to travel to a country for which a Travel Warning has been issued must review the travel warning information provided by the U.S. Department of State (<http://www.state.gov>) and other available material about the

conditions in the country in question and consider carefully whether the value of the travel to them outweighs the risks they face if they choose to travel.

2. Faculty and staff must report their proposed travel plans, at least one month before the desired departure date, to the Office of International Initiatives (OII). Updates should be provided to OII as additional information becomes available or changes occur throughout the duration of the trip, including additional countries added during travel. Travel information provided to OII will be shared with the Office of the Provost.
3. Faculty and staff must obtain approval for the proposed travel, at least one month before the desired departure date, from the appropriate department chair and dean. Such approval can be obtained less than one month from the desired departure date with appropriate justification to the appropriate department chair and dean.
4. Faculty and staff must contact the Department of Safety and Risk Management to obtain necessary insurance (accident, health, medical evacuation and repatriation of remains) to be in force and effect for the entire duration of their travel.
5. Faculty and staff must sign an Assumption of Risk and Waiver of Liability obtained from the Office of Legal Affairs and submit the form to the Office of International Initiatives.

#### B. Travel by Graduate Students

1. Graduate students who wish to travel to a country for which a Travel Warning has been issued must review the travel warning information provided by the U.S. Department of State (<http://www.state.gov>) and other available material about the conditions in the country in question and consider carefully whether the value of the travel to them outweighs the risks they face if they choose to travel.
2. Graduate students must report their proposed travel plans, at least one month before the desired departure date, to the Office of International Initiatives (OII). Updates should be provided to OII as additional information becomes available or changes occur throughout the duration of the trip, including additional countries added during travel. Travel information provided to OII will be shared with the Office of the Provost.
3. Graduate students must obtain approval for the proposed travel, at least one month before the desired departure date, by the appropriate research advisor, department chair and dean. Such approval can be obtained less than one month from the desired departure date with appropriate justification to the appropriate research advisor, department chair and dean.
4. Graduate students must contact the Department of Safety and Risk Management to obtain necessary insurance (accident, health, medical evacuation and repatriation of remains) to be in force and effect for the entire duration of their travel.
5. Graduate students must sign an Assumption of Risk and Waiver of Liability obtained from the Office of Legal Affairs and submit the form to the Office of International Initiatives.

### C. Travel by Undergraduate Students

1. The University does not sponsor international travel for undergraduate students to a country for which a travel warning has been issued. Faculty may petition the Provost for an exception.
2. Undergraduate students who choose to participate in a non-University-sponsored program to a country for which a travel warning has been issued do so voluntarily and are acting outside the control and responsibility of the University. In these situations, students may transfer credit towards their degree subject to the same approval process as participation in a non-University program in other countries for which a travel warning has not been issued.

### IV. Export Controls

Those traveling internationally must comply with U.S. export controls, which are federal regulations that control the export of certain technologies. Information about export controls can be found at the Georgia State University Export Controls website [http://www.gsu.edu/research/export\\_control\\_regulations.html](http://www.gsu.edu/research/export_control_regulations.html)

Travelers must familiarize themselves with these regulations prior to their departure. Violating these government regulations can carry severe consequences for the individual and/or University.

### V. Questions and Contacts

Questions about this Policy should be directed to the Office of International Initiatives.

Office of International Initiatives:

(404) 413-2530 <http://international.gsu.edu/>

Department of Safety and Risk Management:

(404) 413-9549 <http://safety.gsu.edu/risk-management/>

Office of Legal Affairs:

(404) 413-0500 <http://universityattorney.gsu.edu/>

Approved by Administrative Council March 5, 2014