Student International Travel Safety
INT-04

About This Policy

Effective Dates:
08-15-2006

Last Updated:
02-14-2018

Responsible University Administrator:
Vice President for International Affairs

Policy Contact:
Graduate Student Travel
Hannah Buxbaum
VP for International Affairs
ovpia@iu.edu

Undergraduate Student Travel
Kathleen Sideli
Assoc. VP for Overseas Study
sideli@iu.edu

Scope

University units, administrators, and faculty member who are involved in organizing student travel; undergraduate or graduate/professional students who travel overseas on a university-sponsored instructional program or who travel individually using funding from IU.

Policy Statement

Indiana University regularly monitors international information relevant to the safety of IU students since their safety and security is of the utmost importance. In evaluating the safety of travel abroad on university-sponsored programs, IU gives primary consideration to Travel Advisories issued by the U.S. Department of State and the Centers for Disease Control and Prevention (CDC)

Guidelines

The following policy applies to IU students:

For University-sponsored or organized instructional programs, including faculty-led instruction and other sponsored course work, for undergraduate and graduate/professional students:

Indiana University will not offer or support study abroad programs in, or other travel in or through, countries given Level 3 or 4 Travel Advisories. The same prohibition applies to any region of all countries where the Travel Advisory specifies “do not travel” to that region. No exemptions will be considered for Level 4 countries or “do not travel” regions. For countries or areas under a Level 3 Advisory, requests for exemptions based on “special circumstances” are evaluated on a program-by-program basis through a process established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC). For more information see: https://overseas.iu.edu/policies/safety-responsibility/travel-warnings.html

Upon advice of University infectious disease specialists, and taking into account warnings from the CDC, travel to countries experiencing serious outbreaks of infectious disease may be prohibited.
For **individual travel by undergraduate and graduate/professional students** who plan to use funding from Indiana University to pursue research, study or other University-related business:

The University will not provide funding for a student to travel to a country under a U.S. Department of State Level 4 “Do Not Travel” Advisory. The same prohibition applies to any region of all countries where Travel Advisory specifies “do not travel” to that region.

Undergraduate and graduate/professional students who travel to countries or areas under a Level 3 Advisory must sign a waiver that should be submitted to the department head to be kept in the student's file.

Upon advice of University infectious disease specialists, and taking into account warnings from the CDC, travel to countries experiencing serious outbreaks of infectious disease may be prohibited.

<table>
<thead>
<tr>
<th>Level</th>
<th>Travel Status</th>
<th>Safety Precautions</th>
<th>Funding Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Exercise Normal Precaution</td>
<td>Travel supported subject to normal safety/security preparations</td>
<td>Travel supported</td>
<td>IU funds may be used</td>
</tr>
<tr>
<td>2 – Exercise Increased Caution</td>
<td>Travel supported subject to safety/security preparations commensurate with the travel advisory</td>
<td>Travel supported</td>
<td>IU funds may be used</td>
</tr>
<tr>
<td>3 – Reconsider Travel (includes designated areas in countries otherwise at Levels 1 and 2)</td>
<td>Travel not supported, unless an OSAC exemption is obtained</td>
<td>Travel not supported</td>
<td>IU funds may be used, but student must sign waiver</td>
</tr>
<tr>
<td>4 – Do not Travel (includes designated areas in countries otherwise at Levels 1-3)</td>
<td>Travel not supported, no exemption available</td>
<td>Travel not supported</td>
<td>No IU funds may be used, no exemption available</td>
</tr>
</tbody>
</table>

**NOTE:** **Please see special requirements for students traveling to Cuba**

**Information on Travel Warnings**

It is the responsibility of the sponsoring unit (e.g. Center, Department, Institute, or School) at Indiana University to comply with and enforce this policy. Current information on travel warnings for individual countries is available at:

- US Department of State:
  [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
- Centers for Disease Control and Prevention:
- Indiana University units that regularly send graduate students abroad may also obtain automatic email distributions of U.S. Department of State Travel Advisories by registering at: [https://step.state.gov/](https://step.state.gov/)

**Providing Contact Information while Overseas**

While traveling abroad on university-sponsored or -funded programs, graduate/professional students are strongly advised to provide information about their travel itinerary and contact information in the destination country to their sponsoring unit at IU. This should include hotel and personal addresses, mobile and office telephone numbers, email information, and an alternative contact with an institution or individual in the country. Such information is necessary if emergencies arise either with family members in the United States or with events in the country of residence.
In addition, graduate/professional students are advised to register upon arrival in their country of destinations with the U.S. Embassy. This can now be done on-line at: https://step.state.gov/. Registration is especially critical where the destination country is one in which a Level 3 Travel Advisory is in effect. In the event that issues affecting the safety of U.S. citizens unexpectedly arise, the U.S. Embassy needs up-to-date contact information for visitors in order to disseminate safety information, evacuation orders, or other updated travel warnings.

### Additional Contacts

| Undergraduate Student Travel | Kathleen Sideli | 812-855-9304 | 812-855-6452 | sideli@iu.edu |
| Graduate Student Travel     | Hannah Buxbaum  | 812-855-8669 |             | ovpia@iu.edu  |

### History

This policy was established in August 2006.

Policy contacts and links updated 6-19-17.

Policy updated due to revision of U.S. Department of State Travel Advisory system January 2018.

Previous Versions:

**Effective Dates: 08/15/2006 - 02/14/2018**

### Related Information

- U.S. Department of State, Current Travel Advisories
- Centers for Disease Control and Prevention, Travelers' Health Information
- U.S. Department of State, Smart Traveler Enrollment Program (STEP)
- Student Travel to Cuba
- Protect IU’s Information on Communicable Diseases
- IU Overseas Study Emergency Notification Protocol Statement

### Related Forms

- Assumption of Risk and Release of Liability Form