



NUMBER STUDENT INTERNATIONAL TRAVEL POLICY

Responsible Executive: [Click here to enter](#)
Approving Official: [Click here to enter](#)
Effective Date: Example Text – 3-27-2014
Revision History: Example Text — 7-21-1967; 6-24-1977; 1-1-2001; 3-27-2014

I. INTRODUCTION

Florida State University (FSU) has actively expanded its global footprint over the last 50+ years and recognizes the importance of preparing students to be successful citizens in the global society of the 21st century. As a part of this mission, Florida State University is dedicated to support international travel and intercultural experiences as an integral part of the academic, social, and cultural development process of university education. While students are responsible for their personal behavior at all times, the University is committed to identifying, interpreting, and informing students of the health, safety, and security risks associated with participating in international travel opportunities.

II. POLICY (Including any Forms and Attachments)

This document sets the general policies for all active FSU students (undergraduate, graduate, non-degree, and professional) that are participating in university-related international travel. Students who are admitted to FSU and defer enrollment to take part in an official FSU program that includes funding from FSU and international travel (i.e. FSU Gap Year Fellows) are covered in this policy.

For the purpose of this policy, travel is considered international if it falls outside of the continental United States, Alaska, or Hawaii. Therefore, travel to U.S. territories like American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands is considered international.

University-related international travel may include, but is not limited to, the following:

- Part of a study abroad or international exchange program organized by International Programs or the Center for Global Engagement (including independent and program travel during the set program dates);
- Academic credit will be given for work completed during travel upon return to FSU, either as part of a class, FSU credit hours, or a completed degree and/or certificate requirement;
- Research, field work, internship, and/or service-learning opportunities that are supported and/or organized by university units;



- Organized by or on behalf of an FSU student organization, including but not limited to recognized student organizations, religious groups, sports clubs, varsity athletic teams, civic engagement organizations, academic or administration departments;
- Sponsored through FSU funding or an FSU account is used to hold and disburse funding, including travel funded by fellowships, grants and scholarships;
- Student(s) traveling internationally to attend a conference, present research, or participate in an activity because of their affiliation with FSU.

International travel that is not funded, organized, or supported by the University is not considered official university-related travel. Examples include, but are not limited to, personal travel that is not a part of a university-related program (as defined above), international students whom travel back home to visit, or group travel that is organized by non-University units (i.e. a mission trip that is organized by a community organization with no affiliation to FSU). Students participating in such non-University international travel are considered independent and are solely responsible for their own health, safety, and security risks while abroad.

DEFINITIONS:

For the purpose of this policy, there are four degrees of facilitation provided by FSU university units to traveling students:

Organize: when designing, developing, and/or maintaining an FSU international opportunity through specific FSU financial support, management of an FSU application process, and/or collection of program fees;

University units must at minimum:

- Prior to promotion:
 - Organize international opportunities that have scholarly or professional benefits to students.
 - Faculty/Staff Leaders must have proposed travel pre-approved, by the Dean and the Chief Internationalization Officer or designee.
 - Confirm that the international travel location is not restricted. If it is a restricted travel destination, reconsider organizing the opportunity in that location. If the opportunity is unique to a restricted travel area, and does not exist elsewhere, advise students regarding the need to apply for an exemption to participate. See [Review and Approval of University-Related Student International Travel](#) for details.
 - Complete a due diligence review and create an emergency response plan for the international opportunity.
 - Confirm that all necessary contracts are appropriately completed and signed.
- Support students through the process by signing forms and/or providing resources to facilitate the experience.
- Advise students of the [Travel Registry and Pre-Departure Orientation](#) process. If organizing a program, you may complete the Travel Registry on behalf of the



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student if you provide a pre-departure orientation that meets FSU standards and requirements.

- Ensure completion of any necessary student traveler or faculty/staff leader requirements, including training, as needed.
- Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.

Support: when assisting students participate in international travel opportunities not organized by FSU. Support may include application assistance (i.e. for external funding), FSU credit evaluation, and/or signing of documents;

University units must at minimum:

- Support international opportunities that have scholarly or professional benefits to students.
- Confirm that the international travel location is not restricted, as defined by the policy linked below. If it is restricted travel, then redirect students to similar opportunities in non-restricted locations. If the opportunity is unique to a restricted travel area, and does not exist elsewhere, advise students regarding the need to apply for an exemption to participate. See [Review and Approval of University-Related Student International Travel](#) for details.
- Advise students of the [Travel Registry and Pre-Departure Orientation](#) process, and ensure completion of this requirement.
- Support students through the process by signing forms and/or providing resources to facilitate the experience.
- Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.

Promote: when advertising an international opportunity to students (via social media, email, print, web, and/or other means) not organized by FSU;

University faculty and staff are encouraged to:

- Identify international opportunities that have scholarly or professional benefits to students.
- Advise students of the [Travel Registry and Pre-Departure Orientation](#) process.
- Provide the following disclaimer:
“This international travel is not organized by Florida State University (FSU) and has not been fully vetted.”

Communicate: when faculty/staff informally mention or suggest international opportunities for students not organized by FSU;

University faculty and staff are encouraged to:

- Identify international opportunities that have scholarly or professional benefits to students.



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- Advise students of the [Travel Registry and Pre-Departure Orientation](#) process.
- Provide the following disclaimer:
“This international travel is not organized by Florida State University (FSU) and has not been fully vetted.”

UNIVERSITY UNITS:

- **International Programs (IP):** Organizes, promotes, and supports students participating in international programs at FSU International Study Centers and/or for-credit faculty-led student experiences. IP will complete the travel registry on behalf of these students for the given program dates and provide a general pre-departure orientation. IP can also support students participating in other for-credit programs (including independent internships and independent research). IP will enroll all students in the approved international insurance plan, per FSU requirements.
- **Center for Global Engagement (CGE):** Organizes, promotes, and supports students on international exchange programs and/or Beyond Borders. CGE will complete the travel registry on behalf of students for the given program dates and provide a general pre-departure orientation.
- **Registrar:** Supports FSU students who elect to direct enroll abroad and transfer academic credit back to FSU. See policy [Transferring International Credit from an International Host University](#).
- **University units:** University units (including faculty/staff, campuses, departments, centers, offices, and other operational units) can support, promote, and/or organize international travel.
- **International Travel Oversight Committee (ITOC):** Reviews all exemption requests for travel to restricted locations. Requests are reviewed on a case by case basis.
- **International Travel, Safety, and Risk Advisory Council:** Periodically reviews/updates policy and procedures that pertain to university-related international travel. Provides oversight of these policies and procedures, and advice in revision as needed. This council is chaired by the Assistant Provost for International Initiatives.
- **International Travel, Safety, and Risk Management Team** (Office of the Provost): Develops and maintains policies and procedures related to international travel with the oversight of the International Travel, Safety, and Risk Advisory Council. Develops waivers and forms necessary to assess and manage international travel risks. Monitors international destinations for civil unrest, environmental hazards, and other risks.



RESPONSIBILITIES:

- All Student Travelers must:
 - Verify that the travel destination is not restricted by FSU. See [Review and Approval of University-Related Student International Travel](#) for details. If the travel includes a restricted destination, and travel is not with a group, the traveler will follow the procedure to request a travel exemption.
 - Register international travel prior to departure and complete all requirements. See website [Student International Travel Policy](#) for details.
 - Have access to a working means of communication (e.g. cell phone, landline, computer) through which they can be contacted in case of an emergency.
 - Follow all recommendations provided to them by FSU regarding their safety while abroad. Students are always responsible for following the [FSU Student Code of Conduct](#).
 - Monitor their official FSU email and news/travel updates regarding the travel location(s) pre-departure, and on a daily basis while abroad until their program end date.
 - Register independent and non-program travel if leaving the primary program location.
 - Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.
- Student Leaders (for group travel):
 - Student Leaders have an additional responsibility to ensure that all individual travelers within their group are complying with this policy.
 - In cases where the group is traveling to a restricted location, the Group Leader is responsible for filing an exemption request prior to departure on behalf of all the group travelers. See [Review and Approval of University-Related Student International Travel](#) for details.
- Faculty/Staff Leaders (traveling with students):
 - Verify that the travel destination is not restricted by FSU, per the policy linked below. If the travel includes a restricted destination, the Faculty/Staff will advise students to request a travel exemption. If traveling with a group of students, the Faculty/Staff member may apply for a travel exemption on behalf of the group. See [Review and Approval of University-Related Student International Travel](#) for details.
 - Must be cognizant of all degrees of facilitation and responsibilities.
 - Must share a roster for FSU travelers with the Chief Internationalization Officer or designee.
 - Must ensure that all students register their travel prior to departure and complete all requirements. See website [Student International Travel Policy](#) for details.
 - Will continue to monitor their official FSU email and news/travel updates regarding the travel location(s) pre-departure, and on a daily basis while abroad until their program end date.



- Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.
- Faculty/Staff Advisors to student groups and/or individuals (not traveling with students):
 - Must be cognizant of all degrees of facilitation and responsibilities.
 - Must share a roster for FSU travelers with the Chief Internationalization Officer or designee.
 - Must ensure that all students register their travel prior to departure and complete all requirements. See website [Student International Travel Policy](#) for details.
 - Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.
- University Units:
 - Must be cognizant of all degrees of facilitation and responsibilities.
 - Report any critical student incidents that are brought to your attention. See procedure [International Incident Reporting](#) for details.

Restricted Travel

Florida State University has assessed and approved university-related international student travel using a number of sources and advisories (these may include, but are not limited to, the U.S. Department of State, the Centers for Disease Control and Prevention, the State of Florida and federal mandates, and other security intelligence). Florida State University does not endorse travel to some restricted destinations regardless of the university-related activity. See procedure [Review and Approval of University-Related Student International Travel](#) for details.

Travel Exemption

Students may submit an exemption request under certain circumstances to travel to a restricted destination. Each request is considered on a case by cases basis. Florida State University may refuse to grant permission for an FSU student/group to participate in an international opportunity by denying their exemption request. See procedure [Review and Approval of University-Related Student International Travel](#) and [website](#) for details.

Travel Registry

All students participating in international travel covered by this policy are required to register their travel with the designated system at FSU. The travel registry is intended to allow FSU to quickly locate all students traveling internationally in the event of a crisis, and provide them with timely information and assistance. The travel registry at FSU is also intended to proactively inform registered travelers when an emerging issue/concern may affect them or their travel destination(s). See website [Student International Travel Policy](#) for details.

Pre-Departure Orientation

All students participating in international travel covered by this policy are required to



complete a general pre-departure orientation by FSU. This orientation is designed to provide students with essential resources, including but not limited to information about their health, safety, and security abroad. Students will receive information to help them better understand, identify, and mitigate international risks. The orientation seeks to create more informed travelers, who can make better decisions regarding their health and safety abroad.

Acknowledgement of Risk

During the general pre-departure orientation, students will be informed of inherent health, safety, and security risks associated with participating in international travel. Students will be required to sign a general document acknowledging risks prior to departure.

Insurance

All students participating in international travel covered by this policy are required to enroll in an approved international travel insurance plan and provide proof of coverage when requested by FSU. No other insurance will be accepted. Details of these insurance plans are available online: global.fsu.edu.

Critical Incident Reporting

All university units and group leaders (i.e. student, faculty, and/or staff leaders) must report critical incidents (such as an evacuation, hospitalization, serious injury/illness, robbery, assault, sexual harassment, motor vehicle accident, missing/separated person, etc.) to the International Travel, Safety, and Risk Team. Please note that other FSU reporting requirements may also apply, requiring an incident to be reported through <http://report.fsu.edu/>. See procedure: [International Incident Reporting](#) for details.

Cancellation

Florida State University may at any time cancel approval for an international opportunity or a specific student's participation.

The circumstances justifying cancellation of an international opportunity include, but are not limited to, an increase in risk for the destination location and/or an update in travel advisories or health notices for the host country.

The circumstances justifying cancellation of a specific student's participation include, but are not limited to, student behavioral concerns, student conduct code violations, or a violation of signed travel and program agreements and waivers. If a student's participation is canceled due to a violation on their part of the said rules, regulations, instructions, and/or standards of conduct and behavior, the student will be sent home at their own expense. In this case, the student may face additional negative and significant academic consequences at FSU as a result of their program cancellation.

Non-Compliance

This applies to any travel that falls within the scope of this policy. Failure or refusal to comply with this policy may result in disciplinary proceedings under the guidelines of the



[FSU Student Code of Conduct.](#)

If the student fails to obtain approval for Restricted Travel from the ITOC, they will not be reimbursed for costs from the sponsoring university department or unit.

If the University incurs expenses on behalf of the student, the individual will be held financially responsible.

Methodology

This policy was prepared through research of best practices and standards in the field of higher education. Therefore, the Forum for Education Abroad, NAFSA, and other university international travel policies were consulted (i.e. University of Minnesota, Northwestern University, University of Texas at Austin, etc.).

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

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/s/ Name of Approving Official

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NUMBER

**REVIEW AND APPROVAL OF UNIVERSITY-RELATED
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I. INTRODUCTION

Florida State University has assessed and approved university-related student international travel using several reliable information sources and advisories. The most important of these sources are the U.S. Department of State (U.S. DOS) and the Center for Disease Control and Prevention (CDC).

The [U.S. Department of State](#) introduced a new travel advisory rating system on January 10, 2018. The Travel Advisory rating system replaces the previous system of Travel Warnings and Travel Alerts, and differs in that 1/ it provides travel risk assessments in countries using four levels of advisories; 2/ it includes more specific warnings and ratings for regions or parts of countries as needed, and; 3/ it provides coding on the reasons for the advisory level.

The new travel advisory levels are as follows:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

The new travel advisory system also provides reasons for the level assigned:



- **C - Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.
- **K - Kidnapping/Hostage Taking:** Kidnapping and/or hostage taking occurs in areas of the country.
- **O - Other:** There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

The [Centers for Disease Control and Prevention](#) provides travel health notices to inform international travelers of current health risks that are related to specific countries or areas. The CDC issues travel health notices in the event of disease outbreaks, special events, or natural disasters that may impact a traveler's health.

There are three levels of CDC travel health notices:

- **Watch Level 1, Practice Usual Precautions:** A reminder to follow usual precautions, like being up to date on recommend vaccinations, when traveling abroad to a location with an identified increase in risk.
- **Alert Level 2, Practice Enhanced Precautions:** This type of notice will include additional precautions or information a traveler should consider to protect against an identified increase in risk.
- **Warning Level 3, Avoid Nonessential Travel:** This is the highest level of health notice for the CDC, and is used to indicate that all non-essential travel to the affected destination be avoided. This type of travel health notice indicates a high risk, one that travelers cannot mitigate through precautions.

II. POLICY

The U.S. DOS Travel Advisory should be used in the following ways at Florida State University:

Level One: International student travel is generally approved at this level. Programs, groups, or individuals need to identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan) and also state that they will not travel to any Level Three or Level Four regions within a country.



Level Two: International student travel generally approved at this level. Travelers must check updates for State Department advisories regularly. Programs, groups, and individuals need to identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan) and also state that they will not travel to any Level Three or Level Four regions within a country.

Level Three: International student travel not approved at this level without an approved waiver. Groups and individuals may seek an exemption from the International Travel Oversight Committee. This will need to include key elements of a journey plan (ongoing information review and risk assessment, purpose of trip, local contacts, regions visited within the country, evacuation plan, etc.), and also a statement that they will not travel to any Level Four regions within a country.

Level Four: At this level, no student travel will be approved on university-related activities, whether to whole countries or Level Four regions within countries.

The CDC Health Notices should be used in the following ways at Florida State University:

Watch Level 1: International student travel is generally approved at this level. Programs, groups, or individuals need to identify the increased risk and follow usual precautions as recommended by the CDC.

Alert Level 2: International student travel is generally approved at this level. Programs, groups, or individuals need to identify the increased risk and follow additional precautions as recommended by the CDC.

Warning Level 3: At this level, no student travel will be approved on university-related activities.

Uses of These Advisories & Notices:

The U.S. DOS Travel Advisory and CDC Travel Health Notices, and their application as outlined above, will be used in the FSU Student Travel Policy (<http://global.fsu.edu/travel-policy/student-travel-policy>) and the FSU Policy for International Experiences (http://global.fsu.edu/sites/g/files/upcbnu531/files/Documents/International_Experiences_Policy_2010.pdf).

The programs applying these policies include:

International Programs, including current programs, future published programs, and potential programs under review for publication. Programs include those hosted at year-round study centers, those led by faculty in non-study center locations, independent internships and independent research administered by partner organizations in other locations. Students participating in independent internships and independent research processed through IP for academic credit are expected to conduct their own research into the risks of their location, and acknowledge this responsibility in a waiver.



Center for Global Engagement, which reviews all academic exchange agreements that are initiated, continuing, or current exchange programs with students abroad, as a well as short-term intercultural exchange programs (i.e. Beyond Borders).

International Travel Oversight Committee (ITOC), which reviews all travel exemption requests for travel to restricted locations. Requests are reviewed on a case by case basis. The ITOC includes representatives from International Programs, Student Affairs, Research, the Provost's Office, and one or more at-large members.

International Travel, Safety, and Risk Advisory Council, which periodically reviews/updates policy and procedures that pertain to university-related international travel. Provides oversight of these policies and procedures, and advice in revision as needed. This council is chaired by the Assistant Provost for International Initiatives.

International Travel, Safety, and Risk Management Team (Office of the Provost), which develops and maintains policies, procedures, and waivers related to international travel with the oversight of the International Travel, Safety, and Risk Advisory Council. Monitors international destinations for civil unrest, environmental hazards, and other risks.

Other programs that include student university-related international travel need to work through one or more of these groups.

This application of these advisories and alerts will be communicated to the broad university community through these groups, programs, and other channels.

Cancellation

Florida State University may at any time cancel approval for an international opportunity or a specific student's participation.

The circumstances justifying cancellation of an international opportunity include, but are not limited to, an increase in risk for the destination location and/or an update in travel advisories or health notices for the host country.

III LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

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/s/ Name of Approving Official

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