



International Travel Checklist for Student Group Travel NOT ON STUDY ABROAD ACADEMIC CREDIT PROGRAMS.

12/08/2009

**For study/research/internships abroad for academic credit
please contact the USA Office of International Education.**

FACULTY STEPS AND DOCUMENTATION FOR TRAVELING STUDENTS

Activities that take place outside of the continental US are considered international for the purposes of USA sponsored student travel and must be reviewed by the USA Office of International Education. For domestic travel purposes such process would be referred directly to the VP for Student Affairs.

For the purposes of international travel a USA sponsored student activity is defined as:

1. an activity that will carry the USA name in affiliation with the activity and/or
2. an activity that will have a USA faculty or staff member participating in conjunction with his/her job responsibilities and/or
3. an activity that takes place outside the continental US and that has been approved by OIE, the appropriate chair, dean and Vice President's office

These could be activities encouraged, fostered and supported under any of the following conditions:

4. an activity that is funded in any way by USA
5. an activity that is not funded by USA
6. an activity that is for academic credit
7. an activity that is not for academic credit but encouraged for professional/service or related ends
8. an activity that is volunteer in nature
9. a USA student group activity - SGA or academic unit recognized, hosted or facilitated*

The following steps must be completed with appropriate documentation and signatures and filed in the Office of International Education at least two weeks prior to travel.

1. The activity must be approved by the chair, dean and respective senior administration office – OIE has a program review and approval worksheet for this process.
2. All travelers should be 19 or older by time of departure, younger participants will need special consideration for parental/guardian releases, insurance, etc.
3. If students are to be funded by USA then each must complete a USA Leave/travel review and request form found at: <http://www.southalabama.edu/travel/international.html> If self funded but USA sponsored they must complete the processes indicated herein.
4. All participants must complete at least the following demographic/emergency contact and release forms:

<http://www.southalabama.edu/oie/docs/application.doc>

<http://www.southalabama.edu/oie/docs/liability.doc>

<http://www.southalabama.edu/oie/docs/responsibility.doc>

Copies of all tickets, passports, and other pertinent documentation should be acquired prior to departure for USA records and emergency assistance purposes. All forms to be sent to the Office of International Education. Participants who have completed the approval/review process will be enrolled in the IS391 USA Abroad zero credit hour international registration placeholder (ensures enrollment with the USA international insurance item 10 – total fee \$360 includes USA registration fees and insurance coverage)

5. Review and ensure compliance with USA student conduct policies during travel including the USA alcohol policy.
6. The accompanying faculty/staff and students must obtain and review the relevant U.S. Department of State Travel Advisories (via internet: <http://travel.state.gov> . These include Public Announcements, the Consular Information Sheets, Travel Information, Tips for American Students Abroad and the ISOS website. No travel is permitted to countries where the U.S. State Department warns U.S. citizens against travel (via internet: http://travel.state.gov/warnings_list.html) or where there are other significant safety, health or other documented/known high risk situations.
7. All participants must register with the US Dept of State embassy registration system prior to departure – online at: http://travel.state.gov/travel/tips/registration/registration_1186.html
8. The student must complete the any terms and conditions information developed for the activity. Copies of such to be held by the “accompanying” faculty member and sent to the Office of International Education.
9. Verify if shots/immunizations are required for the area to which the student will be traveling, he/she must take all shots required or recommended by the US CDC.
10. All participant must show proof of major medical health insurance AND be covered by the USA Medex Secure 24/7 emergency assistance (medical evacuation and repatriation) insurance. Information at:
<http://www.southalabama.edu/oie/docs/medexsecureusa.pdf>
11. Attend a pre-departure orientation for students traveling abroad, including: (1) a written itinerary; (2) if known, geographic areas to avoid; and (3) copies of U.S. Department of State Travel Advisories and relevant health information. This orientation must be conducted minimally by the accompanying faculty/staff member; the Office of International Education will assist.
12. Accompanying faculty must develop and provide all travelers and OIE with an emergency contact protocol.