Program, Department or School Request for Exception to University International Travel Policy

Undergraduate Stanford-Sponsored or Stanford-Organized International Travel

Programs, Departments or Schools (“Travel Sponsor”) may request an exception to the Stanford International Travel Policy for undergraduate travel to a Level 3 (“reconsider travel”) or Level 4 (“do not travel”) country or location, or to a location where there is other reliable information of significant health or safety risks (“Travel Policy Exception”).

Conditions

1. A Travel Policy Exception must be submitted by a Travel Sponsor. Students may not submit a Travel Policy Exception.
2. Travel Sponsors may request a Travel Policy Exception only for group travel. A Travel Sponsor’s request for travel by an individual undergraduate student may be considered only where the travel by an individual undergraduate student is to his/her country of origin or residence.

Criteria

A Travel Policy Exception may be granted in rare cases for a well-established, group-sponsored, carefully planned program that showcases an educational benefit and a need for that type of program, where thorough advance review is conducted to minimize risk, and where the participant(s) is/are capable of, and agree to take on the additional responsibilities required to manage the risk.

The Travel Policy Exception request submitted by the Travel Sponsor must demonstrate the criteria set forth in the previous paragraph, as well as provide additional supporting information, including a detailed itinerary (showing travel dates, proposed flight and other transportation details, location of residence and location of work, study or other activities during travel), a project proposal, information that demonstrates the student(s) maturity and experience in traveling to the intended location, anticipated communication plan, local language ability, cultural competence, local contacts and how they will support the traveler(s). Within the timeline noted below, the Travel Sponsor must submit information responsive to these criteria (see attached Appendix A). Additional information may be requested as necessary.

Timeline

Travel Policy Exception requests necessarily require detailed review; as such, the Travel Sponsor must allow adequate time for processing and review. As a general policy, any request made thirty (30) days or less before a travel deadline will not be considered. The Travel Policy Exception must be submitted to the Office of Risk Management, attn. Vinita Bali, vinitabali@stanford.edu.

Process

An initial risk analysis and assessment will be conducted by the Office of Risk Management and Office of International Affairs. If these offices agree that there is adequate basis for granting a Travel Policy Exception, conditional or unconditional, they will submit a joint recommendation to the Provost’s office. Ultimate authority in denying or approving a request for a Travel Policy Exception, whether conditional or
unconditional, lies with the Provost’s office. If granted, the Travel Policy Exception may be conditioned upon certain factors and criteria which include, at the very least:

Review by Traveler(s) of
   Stanford International Travel Policy
   U.S. Department of State Travel Advisory for location(s) of travel
   U.S. Department of State OSAC Crime and Safety Report for the location(s) of travel
   International SOS/Control Risks Security, Medical and Travel Risk assessments for location(s) of travel
   Center for Disease Control traveler health advice

Enrollment by Traveler in
   US State Department Smart Traveler Enrollment Program (STEP)
   Stanford’s Travel Registry
   International SOS Travel Tracker

Submission of executed Stanford documents
   Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement for Travel
   Travel Policy Acknowledgment & Agreement

[Appendix A follows on Pages 3 and 4]
Appendix A

Information Supporting Request for International Travel Policy Exception

The Program, Department or School (“Travel Sponsor”) requesting an exception to the International Travel Policy for undergraduate travel to a Level 3 (“reconsider travel”) or Level 4 (“do not travel”) country or location (“Travel Policy Exception”) must complete and submit information requested by this form to the Office of Risk Management, attn. Vinita Bali, vinitabali@stanford.edu. Additional information may be requested as necessary. The Travel Sponsor wishing to obtain a Travel Policy Exception must submit the information requested by this form, and a written request for a travel exception at least sixty (60) days in advance of the proposed undergraduate travel.

| Purpose of International Travel | □ Research  
| □ Internship  
| □ Language Study  
| □ Other (please explain): |
| Proposed travel is | □ Individual travel  
| □ Travel is to Country of Origin  
| □ Travel is to Country of Residence  
| □ Group travel (please provide details of group travel including number of travelers, purpose, nature and composition of group participants): |

Will anyone else accompany the students on this travel? Staff, faculty, others (please provide details)

Funding Source

Funding Source Administrator

Student Information (use additional sheet if necessary).

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Country(ies) of Citizenship</th>
<th>Status (for Undergraduate)</th>
<th>Year of Study (for Undergraduate)</th>
<th>Department or Major</th>
</tr>
</thead>
</table>
|            |           |                             | □ Undergraduate  
|            |           |                             | □ Graduate  
|            |           |                             | □ Other (specify):  |
|            |           |                             | □ Freshman  
|            |           |                             | □ Sophomore  
|            |           |                             | □ Junior  
|            |           |                             | □ Senior  |
|            |           |                             | □ Undergraduate  
|            |           |                             | □ Graduate  
|            |           |                             | □ Other (specify):  |
|            |           |                             | □ Freshman  
|            |           |                             | □ Sophomore  
|            |           |                             | □ Junior  
|            |           |                             | □ Senior  |
|            |           |                             | □ Undergraduate  
|            |           |                             | □ Graduate  
|            |           |                             | □ Other (specify):  |
|            |           |                             | □ Freshman  
|            |           |                             | □ Sophomore  
|            |           |                             | □ Junior  
|            |           |                             | □ Senior  |
## Travel Details

<table>
<thead>
<tr>
<th>Country (or countries) of travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country US State Department Travel Advisory level(s) – 1,2,3, or 4</td>
</tr>
<tr>
<td>City (or cities) of travel</td>
</tr>
<tr>
<td>City US State Department Travel Advisory level(s) -1,2,3, or 4 (or labeled “reconsider travel” or “do not travel”).</td>
</tr>
<tr>
<td>Identify any locations within the city(ies) of travel that are US State Department Travel Advisory level 3, or 4 (or labeled “reconsider travel” or “do not travel”).</td>
</tr>
<tr>
<td>Dates of Travel</td>
</tr>
<tr>
<td>Duration of Travel</td>
</tr>
</tbody>
</table>

## Project Details

Please provide a detailed summary of the travel proposal, including the project(s) the undergraduate student(s) will engage in, names of any organizations affiliated with this travel, and what activities the student(s) will engage in on-the-ground.

## Experience and Competence to Travel

Please describe the undergraduate student’s background knowledge and experience of this location: (Has the student traveled to this location before? Has the student lived or worked in this location before? Please provide dates and purpose of previous travel to this location.)

Please describe the undergraduate student’s knowledge and experience of locations similar to the proposed travel destination: (list locations, approximate dates of travel, and purpose of travel)

## Lodging and Transportation Details:

- Flight details (including location and time of arrival and departure in the destination country):
- Mode of transportation from airport to accommodation:
- Accommodations (including name of hotel/hostel, and location):
- Work/study address(es):
- Mode of local in-country transportation:

## Local Language Proficiency:

## On-site Support in Destination Country:
Family (describe relationship to traveler, and proximity to student’s proposed destination):

Friends (provide details including proximity to student’s proposed destination):

Other contacts in-country? (provide details including proximity to student’s proposed destination):

How do you anticipate family, friends or other contacts will assist the student(s) in the destination country?

Name of non-Stanford entity or organization which is sponsoring the student(s) or providing the student support in the destination country:

What support do you anticipate this organization will provide the student(s)?

Please provide a detailed communication plan for the student(s) while traveling to the proposed destination.

Travel Sponsor concerns regarding proposed undergraduate travel:

Travel Sponsor comments:

Travel Sponsor Attestation:
I, ____________________________ (name of Travel Sponsor representative submitting this information), have personally verified, or am otherwise satisfied as to the accuracy of the information contained in this submission.
Date: ____________________________ Title: ________________________________
Program, Department or School: __________________________