

## REVIEW PROCESS FOR EDUCATIONAL TRAVEL IN COUNTRIES UNDER U.S. DEPARTMENT OF STATE LEVEL 3 TRAVEL ADVISORIES

Under Administrative Regulation 4:9, UK students may only engage in educational travel in countries under a U.S. Department of State Level 3 Advisory after completion of a mandatory review process, and with the approval of the Associate Provost for Internationalization in consultation with the appropriate college Dean or designee.

As part of that review process, students are required to complete this document in detail, and submit it to the Director of International Health, Safety & Security (IHSS) no later than one week before their scheduled meeting with the IHSS Committee. With few exceptions, appropriate responses will generally be at least one paragraph in length. The Committee will not consider any appeals to UK policy without the required documentation. Approval is not guaranteed, and the Committee recommends that all non-refundable travel plans be deferred until after an appeal decision has been made.

### STUDENT INFORMATION:

<b>Name:</b>	
<b>Area of Study:</b>	
<b>College:</b>	
<b>Class Standing (i.e., Graduate/Undergraduate, Freshman, Sophomore, etc.)</b>	
<b>Phone Number at Destination*:</b>	

*\*You must have access to a working cell phone for the duration of your program.*

### DESTINATION-SPECIFIC INFORMATION:

<b>Destination City &amp; Country:</b>	
<b>Departure Date:</b>	
<b>Return Date:</b>	
<b>Contact Information for US Embassy or Consulate at your Destination:</b>	

## TRAVEL RATIONALE

Please explain the purpose of your educational travel to this specific destination, and why travel to an alternative destination would not equally serve your academic, research and/or career goals.

## TRAVEL PREPAREDNESS

Please list any prior international travel experience that you have, and explain how that experience prepares you for a program in your chosen destination country.

## LINGUISTIC & CULTURAL FAMILIARITY

Please describe your familiarity with the language of your destination country, any experience that you have with the culture there, and how you plan to familiarize yourself with aspects of the culture that are different from those you are used to.

## PROGRAM STRUCTURE

Please describe the organization or institution with whom you are working, and the environment in which you will be working.

## ON-SITE SUPPORT

Please describe any on-site support that will be available to you, including on-site orientations and health and safety support.

## DESTINATION-SPECIFIC RESEARCH

Research your destination country by reading its US Department of State [Travel Advisory](#) and read any country- or city-specific crime & safety reports provided by [OSAC](#). Once you have thoroughly read through these resources, summarize your understanding of the major risks that travelers in your destination country may face.

## EVACUATION STRATEGY

Please discuss how you would manage a situation in which you needed to be evacuated from your destination country due to a natural disaster or deteriorating security situation. Before writing your response, research [UK's international travel medical insurance and evacuation policy](#), and the resources provided by the [US Department of State](#).

## MEDICAL PREPAREDNESS

Please discuss the availability of medical care at your destination, and consider the healthcare-related risks that you may encounter. Before writing your response, research your destination country on the [CDC's website](#).

## HOUSING

Please describe your chosen housing and how you selected it.

## TRANSPORTATION

Please describe the transportation options that will be available to you while traveling in your destination city, or throughout the country. Specifically address how you will get to and from the airport, and how you will travel to and from program sites each day.

## COMMUNICATION

Please describe your communication plan. Specifically address how you will get in touch with UK and with emergency contacts back home in the event of a crisis. Additionally, provide the name, contact information, and position/title for at least one individual in-country that UK could liaise with in the event of an emergency.

## FREE TIME

Please describe in detail your plans for free time during your program. How will you manage your personal safety during free time?

## ADDITIONAL STEPS

Before meeting with the IHSS Committee, **all students** are required to:

- Print a copy of the travel advisory in effect for their destination country, and write, sign and date the following statement on it: "I have read and understood the contents of this travel advisory."
- Provide the Committee with a copy of their academic transcript.

Before meeting with the IHSS Committee, **all graduate and professional students** are also required to:

- Submit a letter from the appropriate research advisor confirming that the risks associated with the planned travel have been discussed with the student and that, despite these risks, the educational purpose is justified.

Before meeting with the IHSS Committee, **all students earning independent study credit** are also required to:

- Submit a letter from the faculty member of record for their independent study confirming that the risks associated with the planned travel have been discussed with the student and that, despite these risks, the educational purpose is justified.