

REASONS FOR THIS POLICY

The University of Missouri supports students as they participate in university-related international travel. The purpose of this policy is to facilitate the following objectives:

1. Ensure student access to information deemed pertinent to their travel abroad.
2. Assess any potential risks and take appropriate actions to reduce those risks.
3. Monitor when and where students are traveling abroad on university-related opportunities.
4. Comply with the [University of Missouri Collected Rules and Regulations Ch. 210.070](#).

APPLIES TO

This policy applies to all Missouri University of Science and Technology (S&T) undergraduate and graduate students traveling internationally for university-sponsored or university-related purposes. Students working at the university on optional practical training (OPT) or academic training (AT) are also included in these requirements. University-sponsored or university-related purposes include:

- Any travel in connection with activities for which academic credit is being sought, including:
 - > Study abroad programs operated through the Office of International Affairs.
 - > Travel as part of a formal academic program or course of study such as faculty-led programs or research.
 - > Internship credit.
 - > Travel for independent study credit (including retroactive requests for academic credit).
- Any travel for purposes of performance, sporting events, service-learning, conferences, meetings, professional development or university-contracted volunteerism organized by a recognized student organization or student group affiliated with an S&T academic department.
- Any travel for which funding is sought through a university-administered account or a student government-administered account within S&T.
- Any travel that is university-contracted.

This policy does not apply to personal travel. This policy does not include students who make the personal decision to travel internationally for recreational purposes and use their own funds, or other non-university funds, to support this travel.

Personal travel includes additional independent travel before or after travel for university-sponsored or university-related purposes, that is not part of the official university-sponsored or university-related itinerary. University-contracted international health insurance does not cover personal travel.

Note: Travel to the U.S. territories of U.S. Virgin Islands and Puerto Rico do not require travel registration or purchase of GeoBlue insurance. Travel authorization will be handled within each academic / administrative department. Travel to all other U.S. territories requires travel authorization, travel registration, and purchase of GeoBlue insurance.

APPROVAL REQUIRED FOR ALL STUDENT INTERNATIONAL TRAVEL

All university-sponsored or university-related international travel by students requires approval by 1) the Provost or his/her designee and 2) academic or administrative department.

The process to request approval is determined by the U.S. Department of State travel advisory level and CDC travel health notice level of the destination(s). If a trip includes travel to multiple destinations with differing advisory and notice levels and/or conflicting advisory and notice levels, the higher level will be used to determine the process for requesting approval.

Risk management approval for international travel for students will be requested from the Provost or his/her designee using an International Travel Request Form for Students (standard risk destinations) or International Travel Policy Exception Request Form for Students (elevated risk destinations).

Academic or administrative department approval for international travel for students will be requested using a form from the appropriate academic or administrative unit. Links to form for each department are below.

- **College of Engineering and Computing** (conference, research, class, faculty-led study abroad)
<https://cec.mst.edu/media/academic/cec/secure/Authorization%20for%20Travel%20042418.pdf>
- **College of Arts, Sciences, and Business** (conference, research, class, faculty-led study abroad)
<http://casb.mst.edu/resources/forms/>
- **Dean of Students Office** (governing councils, programming organizations, fraternities and sororities, nationally affiliated professional and honorary societies, club and recreational sports, and all other recognized student organizations)
<https://international.mst.edu/media/administrative/international/documents/student-services/traveling-on-behalf-of-st/Dept%20Travel%20Authorization%20Form%2010%2011%202018.docx>
- **Academic Support** (design teams, academic department organizations)
<https://international.mst.edu/media/administrative/international/documents/student-services/traveling-on-behalf-of-st/Dept%20Travel%20Authorization%20Form%2010%2011%202018.docx>

DEFINITIONS AND LINKS

U.S. Department of State, Travel Advisories:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Centers for Disease Control and Prevention, Travel Health Notices:

<https://wwwnc.cdc.gov/travel/notices/>

- **Level 1 country or region:** A country or region determined by the U.S. Department of State to be at the lowest advisory level for health, safety and security risks (exercise normal precautions/blue).
- **Level 2 country or region:** A country or region determined by the U.S. Department of State to pose increased health, safety and security risks (exercise increased caution/yellow).
- **Level 3 country or region:** A country or region determined by the U.S. Department of State to pose serious health, safety and security risks (reconsider travel/orange).
- **Level 4 country or region:** A country or region determined by the U.S. Department of State to pose the highest level of potentially life-threatening risk to health, safety and security (do not travel/red).
- **CDC warning country:** A country determined by the U.S. Centers for Disease Control and Prevention as a warning level three country, a country that poses a high risk to travelers' health (avoid all nonessential travel/red).

Please note: Countries with an overall travel advisory Level 1 or Level 2 may have regions with Level 3 Reconsider travel or Level 4 Do not travel advisories. The highest level advisory for or within the country will be used to determine the process to request approval for international travel of students.

POLICY STATEMENT

UM System Guideline on Student or Other Participant International Travel or Student Abroad - <https://www.umsystem.edu/ums/fa/management/risk/guidelines-studyabroad>

In general, the University of Missouri **does not permit** students to participate in university-related international travel in countries or regions for which the U.S. Department of State has issued a travel advisory level three (reconsider travel) or level four (do not travel), or in CDC travel warning level three countries. This prohibition includes, but is not limited to, international travel for study abroad programs, independent studies, research, service learning, conferences, athletic competitions, arts performances or exhibitions, or internships. Accordingly, the university may not grant academic credit, provide funds for any such activities, or provide university support or resources.

However, exceptions may be made in certain circumstances when the student's experience is facilitated, sponsored, monitored or controlled by an S&T faculty or staff member. As a result, all students requesting exceptions must identify a faculty or staff member to oversee the academic purpose of their international travel.

STUDENT INTERNATIONAL TRAVEL, RISK ASSESSMENT, AND SAFETY (SITRAS) COMMITTEE

The [SITRAS Committee](https://international.mst.edu/travelingonbehalfofmissourist/sitrascommittee/) (<https://international.mst.edu/travelingonbehalfofmissourist/sitrascommittee/>) was formed by the Provost to adequately review student international travel requests and address health and safety risks for students traveling abroad in conjunction with S&T, as well as those accompanying them. The committee will address the following while ensuring that the campus continues to value the international travel experience:

- Minimize health, safety, and security risks for students traveling internationally on university related travel.
- Keep the well-being and safety of the student as a top priority.
- Recommend, per CRR 210.070, to the Chancellor's designee for or against approval of international travel requests based on a review of information available from sources such as the U.S. Department of State, Centers for Disease Control, and OSAC. Information will be obtained from students, staff, and faculty members so that full consideration may be made.
- Support students, faculty, and staff traveling internationally during an emergency.

REQUESTING APPROVAL

For the purposes of requesting approval for international travel for students, international travel is separated into two levels – standard risk and elevated risk.

Please note: Countries with an overall travel advisory Level 1 or Level 2 may have regions with Level 3 Reconsider travel or Level 4 Do not travel advisories. The highest level advisory for or within the country will be used to determine the process to request approval for international travel of students.

Note: The Provost reserves the right to adjust these procedures without notice.

STANDARD RISK is defined as destinations meeting the specifications below.

- U.S. Department of State Travel Advisory Level 1, Exercise normal precautions
- U.S. Department of State Travel Advisory Level 2, Exercise increased caution
- CDC Travel Health Notice Watch Level 1, Practice Usual Precautions
- CDC Travel Health Notice Alert Level 2, Practice Enhanced Precautions

To request approval for student travel to destination(s) with standard risk, the International Travel Request Form for Students, academic or administrative department Authorization for Travel form, and all supporting documents should be submitted at least forty-five (45) days prior to planned travel.

Please follow the steps below to submit a request for international travel to destination(s) with standard risk:

- Step 1 Submit the following items to Study Abroad, 104 Norwood Hall
- Completed International Travel Request Form for Students, Destinations with Standard Risk
 - Attachments, as appropriate
 - Completed academic or administrative department [Authorization for Travel form](#). See **APPROVAL REQUIRED FOR ALL STUDENT INTERNATIONAL TRAVEL** section above for link to forms.
- Step 2 IA staff member will review the International Travel Request Form for Students for completeness, print advisory and notice information, and forward to Associate Provost of International Affairs.
- Step 3 Associate Provost of International Affairs will approve or deny as designee of the Provost.
- Step 4 IA staff member will send a scanned copy of all documents to the student and the academic or administrative department. If an original Authorization for Travel Form is provided, the original form will be sent to the academic or administrative department through campus mail or delivery.
- Step 5 Academic or administrative department will process funding and approval request as appropriate.

ELEVATED RISK is defined as destinations meeting the specifications below.

- Country with an overall U.S. Department of State Travel Advisory Level 1 or Level 2 which contains Level 3 (reconsider travel) or Level 4 (do not travel) regions, regardless if travel will be to or through the regions.
- U.S. Department of State Travel Advisory Level 3 Reconsider travel
- U.S. Department of State Travel Advisory, Level 4 Do not travel
- CDC Travel Health Notice Warning Level 3, Avoid Nonessential Travel

To request approval for student travel to destination(s) with elevated risk, the International Travel Policy Exception Request Form for Students, academic or administrative department Authorization for Travel form, and all supporting documents should be submitted at least sixty (60) days prior to planned travel.

Please follow the steps below to submit a request for international travel to destination(s) with elevated risk:

- Step 1 Submit the following items to Study Abroad, 104 Norwood Hall
- Completed International Travel Policy Exception Request Form for Students, Destinations with Elevated Risk
 - Attachments, as appropriate
 - Completed academic or administrative department [Authorization for Travel form](#). See **APPROVAL REQUIRED FOR ALL STUDENT INTERNATIONAL TRAVEL** section above for link to forms.
- Step 2 IA staff member will review the International Travel Policy Exception Request Form for Students for completeness, print advisory and notice information, and forward to Associate Provost of International Affairs.
- Step 3 Associate Provost of International Affairs will schedule a SITRAS Committee review of the request. SITRAS Committee will make a recommendation to approve / deny exception request to Provost.
- Step 4 IA staff member will forward request and SITRAS Committee recommendation to Provost.
- Step 5 Provost will review and approve or deny request. Provost's Office will contact IA staff member once decision has been made.

Step 6 IA staff member will notify student(s) / group leader of approval or denial of request. The academic or administrative department will be copied on notification and a copy of the Authorization for Travel form will be included. If an original Authorization for Travel Form is provided, the original form will be sent to the academic or administrative department through campus mail or delivery.

Step 7 Academic or administrative department will process funding and approval request as appropriate.

In cases where a new Department of State travel advisory of level three or level four or a new CDC travel warning is issued less than eight weeks before an already-approved program's request deadline, every effort will be made to facilitate an emergency meeting of the SITRAS Committee to conduct a thorough and timely review of the situation.

Special note: Expedited review Certain requests for international travel policy exceptions may qualify for an expedited review, such as:

- Individual travelers who wish to return to a previously approved location to continue a project or activity.
- Travel to high traffic locations that have been recently reviewed by the SITRAS Committee and involve low-risk activity.
- A request that is a renewal of a prior approval (unless conditions have changed – for example, issuance of a CDC travel warning or elevation from a Department of State travel advisory from level three to level four).
- Individuals or groups proposing study abroad or university-related international activities in a country with an overall travel advisory of level one or level two, which contains level three or level four regions, but who do not plan to travel to or through the level three or level four areas.

The Provost will determine whether an expedited review is appropriate. To request an expedited review, please submit the appropriate forms and mark on the front page "Expedited Review Requested". If the reason for the expedited review is prior approval has been given for the destination(s), please include a copy of all prior approvals.

EXEMPTIONS

S&T international students (F-1 or J-1 visa holders) who are returning to their home countries for university-sponsored international travel need not apply for an international travel policy exception. A request to travel to a student's home country may be submitted using the Travel Request Form for Students Destinations with Standard Risk, regardless of the risk status. When submitting the request, include a passport copy to show proof of citizenship or permanent residency in that country. Request and supporting documents must be provided to International Affairs at least forty-five days prior to departure. Such students are still required to complete all other per-departure requirements, including enrollment in S&T's [international travel registry](#).

APPROVAL CRITERIA

The request must be strongly linked to academic program goals, and the safety issues raised in the request must be adequately addressed and documented. The SITRAS Committee will only recommend approval of requests when there is a compelling justification for the program.

In addition to the materials provided by the applicant, the SITRAS Committee may also consider the following at its discretion.

- Consultations with on-site individuals, such as alumni, students, staff and faculty of other programs, as well as the nearest U.S. embassy or consulate.
- Consultations with representatives from government agencies such as the U.S. Department of State,

Overseas Security Advisory Council, Centers for Disease Control and Prevention and World Health Organization.

- Policies and decisions of other universities and colleges.
- Travel advisories issues by other countries.
- Other relevant material and advice.

APPROVAL DECISIONS

Requests for international travel policy exemption are reviewed by the SITRAS Committee. Approval decisions are made by the Provost and recommendation by the SITRAS Committee.

PROGRAM SUSPENSION / REVOCATION OF TRAVEL PERMISSION / WITHDRAWAL

The university reserves the right to withdraw its approval at any time should conditions presented in a request for approval change materially. Students are responsible for monitoring conditions in approved travel locations. The Provost or his appointed designee may communicate information and an assessment to affected individuals when there is a sudden change of condition (see below).

SUDDEN CHANGE OF CONDITION

In addition to reviewing requests for permission under the S&T student international travel policy, the SITRAS Committee may recommend whether or not to suspend an ongoing or previously- approved study or travel abroad experience if a significant health, safety or security concern is raised regarding that experience. In making this assessment, the committee may consider the risk management plan for the students, staff and faculty involved in the study abroad program or university-related international activity, and the balance between the value of the experience in that specific location versus the risks associated with that location/activity.

Though uncommon, it is possible that a specific program, activities in a specific location (city, region or country) or all activities abroad would need to be modified or suspended by the university due to a health or safety concern. This concern may arise if a new/revised U.S. Department of State travel advisory or CDC travel warning is issued for a location, or if conditions presented in a travel request change materially. If this occurs, the Office of International Affairs will work with program sponsors, the students and other program participants and, if necessary, the university's contracted insurance provider in an effort to accomplish safe and timely evacuation of all S&T students and program participants.

FINANCIAL RESPONSIBILITIES

S&T does not assume responsibility for financial risks associated with participation in its study abroad or university-related international activities. If the university cancels a program before departure or while the program is in process for reasons beyond its control, including, but not limited to, political unrest or danger to participant safety, changes to the U.S. Department of State travel advisory, issuance of a CDC travel warning, natural disaster, etc. only recoverable fees or tuition refunded to the university by service providers or institutions will be returned to participants. The university will make reasonable efforts to obtain refunds for applicable service providers or institutions, but no refunds are guaranteed. The official S&T refund policy, <http://chancellor.mst.edu/media/administrative/chancellor/documents/policy/III-16.pdf>, will apply to student fee account charges only. In addition to lost fees and tuition, participants may incur additional travel expenses in connection with program cancellation. Participants may or may not receive academic credit if a program is canceled. The university assumes no responsibility for the financial or other losses of program participants resulting from cancellation.

COMPLIANCE WITH UNIVERSITY POLICIES AND PROCEDURES

While away from campus, students and recognized student organizations are required to comply with the [University of Missouri Collected Rules and Regulations](#), including [Section 200.010 Standard of Conduct](#) which defines the minimal behavioral expectations for students and student organizations both on-campus and off-

campus during University sponsored activities or programs.

COMPLIANCE WITH CAMPUS SPECIFIC POLICIES AND PROCEDURES

Students and recognized student organizations are expected to comply with all campus-specific policies and procedures, including but not limited to those related to the S&T study abroad and international program, recognized student organizations, and university-related programs or activities.

COMPLIANCE WITH PROGRAM AND SPONSORING ENTITY POLICIES AND PROCEDURES

Students and recognized student organizations are expected to comply with the guidelines and expectations outlined by program directors, hosting institutions/organizations, and all professional practices applicable to the S&T program in which they are participating. Students traveling internationally are subject to all local laws in addition to all University policies and procedures.

ENFORCEMENT

Reports pertaining to potential violation of University policy involving students or student organizations will be addressed pursuant to the [University of Missouri Collected Rules and Regulation Section 200.020 Rules of Procedures in Student or Student Organization Conduct Matters](#).

The university reserves the right to deny academic credit, funding or reimbursement for any student international travel that is inconsistent with its policies and practices.

CLERY REPORTING

Missouri S&T is required to report crime statistics for any location where a student stays for more than one night outside of Rolla on a university sponsored or university related trip. Faculty or staff members traveling with students are required to submit the report. Students traveling independently should submit the information. Information must be reported for locations within the U.S. as well as international locations. Please submit this report directly to the University Police Department, not to International Affairs.

Please include the following in your report:

- Date(s) of stay
- Hotel information – hotel name, address, and room number or floor that was occupied
- Facility information for any location rented by the University for class study or program use – name and address
- Local law enforcement information – name and address

Compliance Coordinator, University Police

E-mail: police@mst.edu

Phone: 573-341-4300

EMERGENCY WHILE TRAVELING ABROAD

Should an emergency occur during international travel, please contact International Affairs as quickly as possible. Staff members can assist with insurance, locating medical services, evacuation, and communicating with campus leadership.

During office hours, please call 573-341-6015. After office hours, please call University Police at 573-341-4300, tell them you have an international emergency, provide a phone number, email or method of contact, and request International Affairs leadership be contacted.