

 <p><b>UNIVERSITY OF NOTRE DAME</b> NOTRE DAME INTERNATIONAL</p>	<p><b>Undergraduate Student International Travel Policy</b></p>	<p><b>POLICY # 1</b> Vice President of Internationalization Notre Dame International Approved by: Risk Management, 2014 Issued: [full date] Revised: [full date]</p>
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## 1. **PURPOSE**

The purpose of this policy is to assist University of Notre Dame undergraduate students in making well-informed international travel decisions and to improve the safety and quality of learning, research, and service experiences abroad.

## 2. **POLICY STATEMENT**

### **2.1. All undergraduate students on Notre Dame-Sponsored International Travel will:**

#### **2.1.1. Register for all Notre Dame-Sponsored International Travel with Notre Dame International (NDI).**

Registration can be as an independent student or as part of an ND-sponsored group.

#### **2.1.2 Sign and submit a Waiver and Statement of Responsibility, Release, and Indemnification Agreement.**

#### **2.1.3 Have travel health insurance in place for the duration of their international experience through ND's preferred provider. This insurance can be obtained currently at <https://www.hthstudents.com/>.**

### **2.2 NDI utilizes the U.S. Department of State Alerts and Warnings classification system as its primary resource in identifying international travel risks. The U.S. Department of State Travel Warnings and Alerts can be found at <http://travel.state.gov/content/passports/english/alertswarnings.html>.**

### **2.3 ND supports and encourages Sponsored International Travel to Non-Travel Warning Countries.**

### **2.4 Undergraduate students are prohibited from traveling to Travel Warning Countries on Sponsored International Travel programs except as noted below.**

**An application for an exception to the policy for Sponsored International Travel programs in a Travel Warning Country may be submitted for review to the Travel Review Committee (the Committee), which is coordinated through NDI. All Travel Warning or Travel Alert applications must explain in detail why the desired academic, faith-based or service outcomes can only be accomplished by traveling to the high-risk country. Applications for travel to Travel Warning and Travel Alert Countries must include both a robust individual safety and logistics plan and information on safety planning offered by an on-the-ground point of contact.**

**2.5 Undergraduate international travel to countries with a Travel Alert will be reviewed on a case-by-case basis.**

**2.6 NDI may deny or withdraw approval for Sponsored International Travel programs at any time and, depending on circumstances, may require departure or evacuation from your international location.**

### 3. **SCOPE**

This policy applies to University-Sponsored International Travel by Notre Dame undergraduate students inclusive of travel supported by faculty and staff who lead students on University-Sponsored International Travel. This policy does not apply to personal travel or to international students traveling to their home country unless funded or sponsored by the University.

### 4. **DEFINITIONS**

<b>Faculty and Staff</b>	Any person currently employed by the University in any capacity, including full and part-time employees
<b>International Travelers</b>	All undergraduate students undertaking international travel for programs away from the domestic campus
<b>Non-Travel Warning/Non-Travel Alert Country</b>	A country that is not subject to a current Travel Warning or Travel Alert issued by the U.S. Department of State
<b>Notre Dame-Sponsored International Travel</b>	An international travel activity that has any or all of the following characteristics: <ul style="list-style-type: none"><li>• is funded wholly or in part by the University;</li><li>• is for academic credit from Notre Dame</li><li>• is affiliated with Notre Dame or in which the student represents the University. This includes international travel for research, conferences, study or student group travel. This includes all travel, whether organized by colleges, schools, departments, faculty, staff, student organizations or students themselves</li></ul>
<b>Student Safety Summit (SSS)</b>	An NDI-Sponsored International Travel orientation offered to all undergraduate students participating in Notre Dame-Sponsored International Travel
<b>Travel Alert</b>	Travel Alerts are issued by the U.S. Department of State to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert. Current travel alerts can be found <a href="#">here</a> .
<b>Travel Warning</b>	Travel Warnings are issued by the U.S. Department of State to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained

	due to the closure of an embassy or consulate or because of a drawdown of its staff. Current Travel Warnings can be found <a href="#">here</a> .
<b>Undergraduate Student</b>	Any student enrolled in a Bachelor's degree program at the University.
<b>University or ND</b>	University of Notre Dame

## 5. RESPONSIBILITIES

<b>Responsible Party</b>	<b>List of Responsibilities</b>
NDI Risk Management and Mobility Services	1. Monitor and update this policy as needed in conjunction with ND Office of General Counsel and Risk Management and Safety Office. Point of Contact is Susan Soisson, 574-631-9645 or <a href="mailto:ssoisson@nd.edu">ssoisson@nd.edu</a> .

## 6. PROCEDURES

### 6.1 Required University Travel Registration

Before departing, all undergraduate students traveling on Notre Dame-Sponsored International Travel must register via the [NDI Travel Registry](#). If undergraduate students are traveling as part of a group with a faculty or staff member, NDI encourages group coordination when registering. Information entered into the travel registry will be made available to University officials in the event of a crisis or an emergency.

Emergency assistance is available to all University students while traveling on University-Sponsored International Travel. Such assistance may include emergency medical evacuation, translation services, embassy information, repatriation and security, and natural disaster assistance.

The University may not be able to assist or arrange evacuation for students who do not register travel through the NDI Travel Registry.

#### 6.1.1 Non-Travel Warning Countries

Individuals and groups should submit their registration online no less than one month prior to departure. In Non-Travel Warning/Non-Travel Alert Countries the registration will prompt a tentative approval. Students must confirm their registration after travel plans are finalized through the travel registry.

#### 6.1.2 Travel Warning Countries

Any undergraduate student interested in traveling to a Travel Warning Country and any faculty or staff member planning to lead or travel with undergraduate students to a Travel Warning Country must obtain approval of an exception to policy from the Vice President and Associate Provost for Internationalization. NDI will work in coordination with faculty and staff supporting undergraduate student travel to Travel Warning Countries; faculty and staff members cannot authorize international travel outside of NDI's Sponsored International Travel process.

Applications for exceptions for travel to Travel Warning Countries should be submitted no later than six weeks prior to departure but earlier submission is encouraged. Students should not purchase airline tickets prior to a confirmed approval from NDI. Students must confirm their registration after travel plans are finalized through the [travel registry](#).

#### 6.1.3 Travel Alert Countries or Regions

NDI will review all applications for travel to a country or region under a U.S. State Department Travel Alert on a case-by-case basis. NDI will consult with the Travel Review Committee and the Vice President and Associate Provost for Internationalization as needed.

Applications for travel to Travel Alert countries or regions should be submitted six weeks prior to departure. Students should not purchase airline tickets prior to a confirmed approval from NDI. Students must confirm their registration after travel plans are finalized through the [travel registry](#).

#### **6.1.4 Changes in Travel Warning or Travel Alert Status**

In cases where the U.S. Department of State issues a Travel Warning or Travel Alert that affects the applicant's proposed travel, NDI or the Travel Review Committee will evaluate the present risk profile of the country or region in question. If an undergraduate student is notified or otherwise becomes aware that the U.S. Department of State has issued a Travel Warning or Travel Alert for a country the traveler is planning to visit or is visiting on Sponsored International Travel, the host campus organization or NDI should be contacted immediately.

#### **6.1.5 Student Activities Office (SAO) Coordination**

In accordance with Student Activities policy, <http://sao.nd.edu/thefsource/trips.html>, any student organization wishing to conduct or sponsor an international trip must obtain approval from the director of SAO or the director's designee. If using an international transportation firm, coordination with the Risk Management and Safety Office (contact at [bdavey@nd.edu](mailto:bdavey@nd.edu) or 574-631-5037) is highly encouraged. The SAO request system will guide the student group representative to complete the appropriate registration through the NDI Travel Registry.

A student representative from the sponsoring student organization must accompany students on the trip. Additionally, a University representative may be required to accompany students for overnight travel as mandated by the director of SAO or the director's designee. The sponsoring student organization is responsible for recruiting a full-time faculty or administrative staff member willing to serve as a University representative if mandated. The name, address and telephone number of the University representative must be submitted to the director of SAO or designee a minimum of one month prior to the anticipated departure date for travel to a Non-Travel Warning Country and six weeks prior to the anticipated departure date for travel to a Travel Warning or Travel Alert Country.

#### **6.1.6 Travel Review Committee**

The Travel Review Committee (the Committee) evaluates the safety and security risks associated with Notre Dame-Sponsored International Travel. The Committee is responsible for reviewing all proposed Notre Dame-Sponsored International Travel to Travel Warning Countries and for advising the Vice President and Associate Provost for Internationalization regarding such proposed travel. Representatives from NDI, the Office of Risk Management and Safety, and ND's Office of General Counsel constitute the Committee. When reviewing travel related to research, a member of the Office of Research may join the Committee. Area subject matter experts may be asked to participate in the review of Notre Dame-Sponsored International Travel.

The Committee considers information from government sources (including but not limited to the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, and the U.S. Department of Homeland Security), the University's travel assistance providers, the University's insurance carriers, and subject matter experts in providing relevant operational, legal, and risk management advice.

The Committee will respond to requests for expedited approval on a case-by-case basis and cannot guarantee review timelines. In evaluating applications, the Committee will consider various factors, including, but not limited to, the academic necessity and appropriateness of the proposed travel, the

individual's personal preparedness, proposed measures for mitigating risks, and the specifics of the Travel Warning. In all cases, the student is best served by demonstrating a robust safety and logistics plan.

Student funding for proposed travel must be coordinated with a sponsoring University organization. After a student has received tentative travel approval from NDI and has completed the health and safety measures required within the NDI Travel Registry, a confirmation email will be sent to both the student and the sponsoring University organization. Student funding will be released to purchase airline tickets following receipt of travel approval. If a student is denied permission to travel, the student, with support from a faculty or staff sponsor, may submit a written appeal to the Vice President and Associate Provost for Internationalization via NDI Risk Management and Mobility Services by contacting Susan Soisson at [ssoisson@nd.edu](mailto:ssoisson@nd.edu). The appeal will be considered in consultation with the Travel Review Committee.

### **6.1.7 Additional Considerations**

NDI may deny or withdraw approval for ND Sponsored International Travel at any time due to changing circumstances within the country of travel.

The University may withdraw approval of travel to any country for which the U.S. Department of State has issued a mandatory evacuation order. Any undergraduate student who is notified or otherwise becomes aware that the U.S. Department of State has issued a mandatory evacuation order for the country he or she is visiting should immediately contact the nearest U.S. Embassy or Consulate. Non-U.S. citizens should also contact their home country's embassy or consulate. Additionally, the student should contact the University sponsoring organization and/or NDI's 24-hour emergency line at (U.S. country code) 574-339-6154 as soon as possible. Text and iMessage communication is supported on the emergency line.

The University may require undergraduate students to depart from a country earlier than planned due to safety factors. This may include a U.S. Department of State issued Travel Warning or Travel Alert. The University cannot ensure full cost and academic credit recovery to students in the case of a government- or University-mandated withdrawal or evacuation. However, the University will attempt to provide credit to students who comply with an evacuation order and an opportunity to continue courses at an alternate location. The University may not offer credit to students who do not comply with an evacuation order.

### **6.2 Waiver and Statement of Responsibility**

Undergraduate students on Notre Dame-Sponsored International Travel must review and sign a Waiver and Statement of Responsibility, Release, and Indemnification Agreement. These forms are required unless students are traveling with an athletic team as a requirement of team participation. If an undergraduate student is a legal minor, a parent or legal guardian must sign a supplemental parental consent form. All forms are available within the NDI Travel Registry system.

### **6.3 Health Insurance Mandate**

Undergraduate students on Notre Dame-Sponsored International Travel must enroll with Notre Dame's preferred international travel health insurance provider. Many sponsoring University organizations directly enroll their students in the required insurance. Students must confirm that they have enrolled for the required insurance before committing to participate in the respective international program. Currently, HTH Worldwide is Notre Dame's preferred international travel health insurance provider. Additional information is available at <https://www.hthstudents.com/>.

### **6.4 Pre-Departure Orientation**

All undergraduate students planning to participate in Notre Dame-Sponsored International Travel programs are required by NDI to attend a pre-departure orientation program. NDI will host two Student Safety Summits annually; attendance at one of these programs will fulfill this requirement. Sponsoring University organizations make the final determination on whether students may attend a Student Safety Summit in lieu of the organization's internal orientation program. Students should check with their sponsoring University organization regarding pre-departure requirements.

**7. CONTACTS**

<b>Subject</b>	<b>Office or Position</b>	<b>Telephone Number</b>	<b>Office Email or URL</b>
Policy Clarification	Notre Dame International Risk Management and Mobility Services	(574) 631-9645 (574) 339-6154	<a href="mailto:ssoisson@nd.edu">ssoisson@nd.edu</a> <a href="mailto:dpopedavis@nd.edu">dpopedavis@nd.edu</a>
Web Address for this Policy	Notre Dame International Risk Management and Mobility Services	(574) 631-9645 (574) 339-6154	<a href="http://international.nd.edu/international-studies/notre-dame-sponsored-travel/">http://international.nd.edu/international-studies/notre-dame-sponsored-travel/</a>

J. Nicholas Entrikin  
 Vice President and Associate Provost for Internationalization  
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