

*Approved by OIE Risk Management Advisory Committee and International Assoc. Deans Committee
04/05/2018*

**Office of International Education (OIE) Risk Management Advisory Committee
Policy on International Travel to Countries/Areas under a
U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3**

The OIE Risk Management Advisory Committee consists of 9 voting members and 1 non-voting member, as follows:

Associate Provost for International Education (Chair)
OIE Director of Education Abroad / Lead Member of OIE Emergency Response Team
OIE Director of International Finance
1 current or former UGA Study Abroad Program Director
Director of Clinical Services, Counseling and Psychiatric Services
Director of Administrative Services and Communications, University Housing
Director of Medical Services
Student Affairs
Emergency Operations Manager, Office of Security and Emergency Preparedness
Associate Director, Office of Legal Affairs (non-voting)

Current membership: Noel Fallows, Yana Cornish, Leigh Knapp, Wayne Parrott, Sandrine Bosshardt, Carla Dennis, Garth Russo, Justin Jeffery, John Newton, Brooke Savage.

Among other responsibilities, the OIE Risk Management Advisory Committee reviews Travel Authorization requests by sponsoring academic units or individual students, faculty and staff seeking to participate in educational activities in countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3.

U.S. Department of State Travel Advisory Levels are defined as follows:

We issue a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, give a description of the risks, and provide clear actions U.S. citizens should take to help ensure their safety.

To see a complete list of Travel Advisories for every country in the world, see travel.state.gov/traveladvisories. Click on our [color-coded world map](#) for a global view.

Level 1 - Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

Level 2 - Exercise Increased Caution: Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 3 - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Varying Levels

We issue an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, we may advise U.S. citizens to “Exercise Increased Caution” (Level 2) in a country, but to “Reconsider Travel” (Level 3) to a particular area within the country.

A CDC Warning Level 3 is defined as follows:

Avoid nonessential travel.

Current list of Warnings:

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

Effective October 1, 2015, UGA travelers to international destinations are required to register their travel itineraries for risk management and export control purposes when submitting their Travel Authorization Requests. A Travel Authorization must be submitted, even if a UGA account is not paying for the trip.

In all cases where travel is permitted to a country/area under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3, **a Travel Authorization and Travel Registration must be submitted prior to travel.** To allow processing of an international Travel Authorization, travelers or their UGA designees need to complete the short registration process online: <http://oie.uga.edu/international-travel-authority/>

Those traveling to countries under a U.S. Department of State Travel Advisory Level 1 and 2, but contain Level 3 or Level 4 areas are subject to the same requirements those traveling to countries of Reconsider Travel (Level 3) or Do Not Travel (Level 4), if they intend to travel to those areas of heightened risk.

Previous approvals for travel will be rescinded in the event that a Travel Advisory Level 3 and 4 subsequently comes into effect for the destination. In that event, a petition must be submitted and approved before travel may take place.

Undergraduate students

Undergraduate students are in general prohibited from traveling as part of any UGA recommended or facilitated activity to a country/area that is currently under a U.S. Department of State Travel Advisory Level 3 and 4 or CDC Warning Level 3.

Proposals for new UGA study abroad programs will not be accepted for destinations under a Level 3 or Level 4 Travel Advisory. In rare cases of a destination that is elevated to Level 3, established study abroad programs will be considered according to national trends at peer and aspirational institutions, and evaluations or assessments published by discipline-specific professional organizations. On the basis of these considerations, the Risk Management Committee will determine if the program should proceed as planned. If the Committee makes recommendations for further mitigating risk prior to departure, the Program Director must demonstrate that these have been implemented in full.

Graduate students

Graduate Student Travel to Countries/Areas Under a U.S. Department of State Travel Advisory Level 3 and 4 and/or a CDC Warning Level 3

Please check that the country/area to which you wish to travel is currently under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3:

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

In general, graduate students are discouraged from traveling to countries/areas that are currently under a U.S. Department of State Travel Advisory Level 3 and 4 or CDC Warning Level 3. The risk of injury, detention, and death are significantly greater for many areas within Travel Advisory Level 3 and 4 countries/areas, and UGA is not in a position to fully assess those risks or provide services in the event of emergency.

However, the OIE Risk Management Advisory Committee recognizes that there is a qualitative difference between research sanctioned by a Department and School or College, and impromptu or vaguely defined travel to such locations. Therefore, if a graduate student does wish to travel, the academic activity must have the support of a tenured or tenure-track UGA faculty member or a major professor in the graduate student's major or in the unit sponsoring student's travel. The petition to travel must follow the procedure described below. The burden will be on the graduate student, in conjunction with the supporting faculty member and the unit Head or Director, to identify all relevant risks and demonstrate that they will be appropriately managed.

Graduate students who are traveling to countries/areas under a U.S. Department of State Travel Advisory Level 1 and 2, but contain areas of Reconsider Travel (Level 3) or Do Not Travel (Level 4) are subject to the same petition requirements as below if they intend to travel to those areas of heightened risk.

To achieve OIE approval, the petition to travel must be submitted at least 6 weeks prior to the date of travel. The petition must be submitted as follows:

1. Submit a Travel Registration in the GoAbroad Portal: <http://oie.uga.edu/student-travel-registration/grad.html>.
2. Submit a detailed Risk Mitigation Plan in the Portal, as approved by the unit Head or Director (a link will be provided upon submission of the initial Travel Registration). Samples of previously approved Risk Mitigation Plans can be found at the following links:
 - o [Example 1](#)
 - o [Example 2](#)
3. Provide a letter of support signed by both the tenured or tenure-track UGA faculty member in the graduate student's major, and the Head or Director of the sponsoring academic unit. The letter of support must include the following information: (1) A statement that the Department will be responsible for covering the cost of any evacuation, or that this is covered by insurance; (2) Information about the student's familiarity with the area, e.g. proficiency in the language, previous visits to the affected area, traveling alone versus traveling as part of an organized group; (3) Specific information about the purpose of the travel, for example: access to unique study materials, e.g. to study a species or geological formation that only exists in one place; or access to specialized or unique research facilities, e.g. a specialized archive or research institute; (4) If applicable, a statement to the effect that the intended travel is not to the area affected by the Travel Advisory Level 3 and 4; and (5) Approval of the student's Risk Mitigation Plan.
4. Purchase USG/UGA insurance for the duration of the travel, and upload proof of coverage in the Portal.
5. Attend a Travel Consultation at the UGA Health Center Travel Clinic or similar, and upload proof of attendance in the Portal. See: <https://www.uhs.uga.edu/services/travel-clinic>.
6. Enroll into the Smart Traveller Enrollment Program (STEP) via the U.S. Department of State: <https://step.state.gov/>.

Receiving OIE approval is the first step in the approval process for graduate student travel to countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 or CDC Warning Level 3. It is recommended that only after receiving OIE approval graduate students should apply for internal (e.g. Graduate School, LACSI, OVPR) or external (e.g. Boren) travel funds. In all cases, students must have OIE approval of international travel **before accepting funding** for their travel. **Note that even if a UGA account is not paying for the trip, a Travel Authorization and a petition to travel must still be submitted.**

Previous approvals for travel will be rescinded in the event that conditions change. In that event, a petition must be submitted and approved before travel may take place.

For more information, please visit [Health & Safety section](#) of the GoAbroad Portal: https://goabroad.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=91E33733-5056-BA1F-740E63BC0ABD9959

CHECK-LIST FOR STUDENTS

- Seek the support of a tenured or tenure-track UGA faculty member in your major, and discuss travel plans
- Submit Travel Registration
- Develop Risk Mitigation Plan and submit to faculty member & unit Head/Director
- Obtain letter of support

After OIE conditional approval has been granted:

- Purchase and provide proof of insurance
- Attend Travel Clinic and provide proof of attendance
- Enroll in STEP

After OIE final approval has been granted:

- If applicable, apply for funding

CHECK-LIST FOR FACULTY, AND UNIT HEADS AND DIRECTORS

- Discuss graduate student's plans and project
- Review Risk Mitigation Plan
- Write letter of support

Faculty, postdocs, and non-graduate student staff

Faculty, postdocs, and non-graduate student staff will be prompted to read and acknowledge the following statement in the Travel Registry upon receipt of a Travel Authorization (TA) for countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3:

For Faculty, postdocs, and non-graduate student staff

Acknowledgement of Travel Risk

[Please click here](#) to check if your destination is currently under a U.S. Department of State Travel Advisory Level 3 and 4.

If your destination is under a Travel Advisory Level 3 and 4, there is a significant risk of travel to this country/area at this time. While OIE is not authorized to restrict or otherwise prohibit faculty travel, we recommend against travel to countries/areas under U.S. Department of State Travel Advisory Level 3 and 4s. Travel to such countries/areas poses a significant risk to your safety and wellbeing. In the past, individuals traveling to countries/areas under U.S. Department of State Travel Advisory Level 3 and 4 have been injured, detained, and in some cases killed. Because of this risk, please be advised that any travel to such destinations must be at your own risk and volition, that the University in no way requires this travel, and that the University may not be in a position to assist you in the event of emergency.

Please check the box to acknowledge that you understand the risks associated with travel to countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 and that travel is not recommended.

Although you may be a frequent traveler to this destination, we recommend you do the following:

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- Leave your daily itinerary (location, hotel information, modes of transportation) with your office staff.
- [Register your trip](#) with the U.S. Department of State.
- Contact Daniel Runge, the UGA Export Compliance Officer, if the Travel Advisory Level 3 and 4 country also has a travel restriction: <https://research.uga.edu/export-control/>