

**International Travel of Students, Faculty and Staff**  
**(updated 11/2013)**

All students, faculty, and staff travelling outside of the United States on a U of A related activity will register their travel with the Office of Study Abroad and International Exchange. This would include but is not limited to the following activities:

- Students - study abroad; internships; research; conference participation; RSO events; cultural or athletic trips
- Faculty/Staff - teaching; research; conference attendance, MOU development, recruiting

**STUDENT TRAVEL**

All U of A students must be approved through the Office of Study Abroad for any university related travel outside of the U.S. prior to purchasing airfare or making any financial commitments for their intended travel. Students who are planning to travel outside of the U.S. for a university related activity other than an approved study abroad program should register their intended trip at: <http://studyabroad.uark.edu/independentstudenttravel/> Group travel may be requested on behalf of student participants by staff or faculty leaders at least 6 weeks prior to travel. (Separate guidelines and deadlines have been established for faculty-led study abroad programs.)

**No university funds may be authorized prior to approval for the student travel.**

The Office of Study Abroad will respond to student registrations within 5 days of submission. Students will be expected to sign a [Release and Waiver of Responsibility](#).

**U of A Overseas Travel Warning Policy:**

The University of Arkansas does not currently support travel, research or study in countries where non-essential travel is not recommended by the U.S. State Department. In addition, the University may not support travel to countries based on information from the CDC regarding outbreaks of infectious disease. (See "[Adhering to the U of A Overseas Travel Warning Policy](#)" below)

For a list of current travel warning countries, go to:

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

**FACULTY/STAFF TRAVEL**

All employee travelers are required to register any university related travel outside of the U.S. at: This will allow for an immediate institutional response as appropriate in the case of an emergency.

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University may not support travel to countries based on information from the CDC regarding outbreaks of infectious disease. (See “Adhering to the U of A Overseas Travel Warning Policy” below) *All faculty and staff must comply with this Travel Warning Policy.*

For a list of current travel warning countries, go to:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### **Adhering to the U of A Overseas Travel Warning Policy**

It is the responsibility of staff, faculty and sponsoring unit (e.g., Department, Institute, Center, etc.) to comply with and enforce the international travel warning policy.

Exceptions to this policy will be considered upon request of the individual or group only upon submission of the “Petition for Exception to Overseas Travel Warning Policy” with endorsement by the dean of the college and supporting documentation. Upon receiving the Petition, the director of study abroad will forward the request and supporting documentation to the International Education Advisory Committee (IEAC)\*, which will provide a recommendation to the Dean of the Graduate School and International Education. The GSIE Dean will then provide a recommendation to the Provost and Vice Chancellor for Academic Affairs and the University Executive Committee. The decision of the Provost and the Executive Committee will be final.

Petition: (pdf to be added)  
Email to: [dslong@uark.edu](mailto:dslong@uark.edu) (DeDe Long, director)  
Subject Line: Petition for Exception to Overseas Travel Warning Policy

Decisions for exemptions will be based on the nature of the Travel Warning, including the locations most affected by the warning, the experience and training of program organizers and local support staff, the importance and academic relevance of student involvement, how the program will minimize risks to participants, the extent of the safety and security orientation provided and the program's willingness to obtain participant's informed consent.

\* The IEAC is responsible for recommending to the Provost academic policy for all education abroad activities. For a list of members, go to: (add pdf)  
For further information, contact DeDe Long, director of the Office of Study Abroad and International Exchange; 575-7582 or email: [dslong@uark.edu](mailto:dslong@uark.edu).

11/04/2013