

Vanderbilt University Student International Travel Policy

Request for Exception for a Faculty-led Program Abroad

Submit the completed request to sarac@vanderbilt.edu or the Student Life Center, Suite 103.

PLEASE PRINT or TYPE Clearly

Faculty/ Staff Director: _____ Department or School: _____

Citizenship: _____

Email(s): _____ Phone(s): _____

Group name/description: _____

Number of students traveling. **Please attached an Excel list of student names, citizenship of each student, year of study, degree sought**

Purpose of travel: _____

Country (ies) and dates of travel: _____

Credit proposed, if applicable (subject and amount of credit) _____

Vanderbilt funds used for travel or activities related to travel (name and amount of funds): _____

Name of Department Chair or Dean (for schools without departments): _____

Department or School: _____

Additional personnel accompanying the group, if any: _____

I certify that I have discussed this request for an exception to the travel policy with my department or school. I understand that the Study Abroad Risk Assessment Committee will make a decision after reviewing this request and will notify me of the committee's decision.

Signature of faculty member requesting exception: _____

Date: _____

Please provide the following: **Answers to questions 1-7 in an attached word document, this signed form and a letter of support from your department (item 8)**

1. A proposal for your project or study abroad program. This should include a description of the project, how the project meets your students' academic, research, service or career goals, and how those goals could not be met by travel to an alternative location.
2. Information on prior experience in the location, other travel experience that prepares you for travel to this region, and pre-departure preparation that you will receive.
3. Evidence that you understand the safety, security and/or health risks involved in travel to this country and a plan to mitigate or avoid the risks.
4. Information on the security and facilities at both the local partner organization, the accommodation where you will be staying, and the transportation you will be using. Be as specific as possible and provide supporting information from sources in the country you will be visiting and/or at the local organization.
5. An explanation of how you will be contacted while you are overseas.
6. A detailed plan of evacuation in the case of a medical emergency or crisis situation, including knowledge of how to travel to the capital city or evacuation point, knowledge of local hospital facilities.
7. A copy of your itinerary with all travel arrangements. This should include a backup plan in the event that there are unforeseen changes in your itinerary (Example: The person meeting you at the airport does not arrive).
8. A letter of support from your department or school (for schools without departments) confirming the necessity of travel to the restricted region.