

## **Guidelines for Filing a Request for Student Travel to a Country with a Travel or Travel Health Warning**

All requests to travel to a country with a travel warning must utilize the [Travel Waiver Checklist](#), which includes, but is not limited to, these components:

1. [Formal Request for Waiver](#)
2. [Emergency Plans](#)
3. [Additional materials to support the petition, as needed](#)

All requests should be submitted electronically to the director of Study Abroad **at least three months** before proposed travel.

### **Required Documents:**

1. **Formal Request for Waiver**

The request must demonstrate the academic value or other purpose of the program and how the structure of the program and existing safety procedures mitigate the concerns of travelling to a country subject to a travel or health warning. Requests associated with sites not affiliated with a university or established sponsoring agency and requests to countries with high-level warnings in which the U.S. government has evacuated or restricted the travel of U.S. government employees require substantial justification and documentation.

All requests must include information related to itinerary and proposed dates of travel. All academic program requests must be strongly linked to the student's academic program and include syllabi or course descriptions, as appropriate; anticipated credit toward the student's declared degree or another significant requirement must be explained. The request must provide compelling reasons for the experience in the specific location. Particularly for academic program waiver requests, students should demonstrate consideration of alternative locations in countries for which travel or travel health warnings have not been issued, and explain why those destinations cannot support the goals of the experience abroad. Non-academic requests should also demonstrate why destinations without travel or health warnings will not support the goals of their travel.

In the absence of a compelling case and justification, it is unlikely that the request will be approved.

**Students proposing independent academic travel** are responsible for working with their advisers or faculty sponsor to prepare this written request. The request should indicate the student's degree program, major, student status, and the academic justification for the program should be verified by the student's academic advisor or faculty sponsor. It is the student's responsibility to prepare the documentation and work with the college in getting the necessary information.

## 2. **Emergency Plans:**

Within the Travel Waiver Checklist, there are three sections related to security and crisis/emergency management:

- a. In the Security Preparations and Emergency Plans Research section: demonstrate how you will address the safety concerns mentioned in the travel or travel health warning(s) for your location through your housing, transportation, or travel choices, as well as how on-site contacts, language skills, or other factors will mitigate the risks outlined in the warning(s). Be specific and include information from multiple sources as much as possible (see the directions in the section).
- b. In the Crisis Management section: outline your preparations to mitigate risk and respond to potential crises (e.g., terrorist incident, epidemic, natural disaster). See the Sample Emergency Plan at the end of the Checklist for examples of questions to address in your management plan.
- c. In the Communication Plan section: describe your communication plan with the group (if applicable), on-site program, Clemson University, and with emergency contacts in event of a crisis. Clemson University Police (1-864-656-2222) is the 24/7 contact for the university; their dispatcher will notify our office and other appropriate staff.

## 3. **Additional materials**

All requests should include additional materials that may support and strengthen the request for approval. These materials include any additional information that would be useful as background in making a decision: proof of established relationships with a site or host institution, maps, emergency protocols used by the host institution, travel advisories issued by other countries' governments (e.g. Canada, United Kingdom or Australia). Upon review, the reviewing offices may request additional information.

***Note:** all travelers will be required to purchase the University's study abroad insurance, except when students already carry Clemson University student coverage, and to sign Conditions of Participation and Release and Indemnification Agreement - for High Risk Travel.*

***Note:** If a waiver is granted, it is granted under the conditions at the time of approval. If a new travel or travel health warning is issued, the request may need to be reconsidered. If the program is ongoing and the country remains subject to a travel or travel health warning, the program must be re-approved each time an individual student or group of students plans to participate.*