

INTERNATIONAL GROUP TRAVEL - TRAVEL RESTRICTION EXCEPTION REQUEST FORM (FOR ONE-TIME GROUP TRAVEL)

TO BE COMPLETED BY GROUP TRIP ORGANIZER/LEADER/SPONSOR

UTSA faculty and/or staff organizing and/or leading international travel events must complete this form in order to receive one - time permission to travel collectively as a group (of at least two people or more) to the same location(s) in a region or area on the UTSA Restricted Regions List. This includes, but is not limited to UTSA-related international travel involving programs, exchanges, research, conferences, service-learning projects, meetings, teaching endeavors, etc. at any location within an identified restricted region.

IMPORTANT: Please note the following exception. Faculty and/or staff sponsoring and leading UTSA-sponsored Faculty-led and course-based programs involving international travel with groups of students should not use or complete this group travel form. Instead, a faculty member proposing to study abroad with a group of students must petition on behalf of the program and all program participants using the [International Faculty/Staff-led Programs - Travel Restriction Exception Request Form](#)

IMPORTANT

IMPORTANT: Please check this box if students are traveling with this group. All students must process through the Education Abroad in advance of their travel with the group. Once approved, the Vice Provost for Global Initiatives will forward a copy of this Request Form to the Education Abroad for the purpose of mandatory student international travel processing.

This form should be completed by UTSA faculty requesting an exception from the current travel restriction to conduct a faculty-led program in a location/region found on the UTSA Restricted Regions List. Petitions for a travel exception will be reviewed by the UTSA International Oversight Committee.

All requests must be submitted to the UTSA International Oversight Committee at least 30 days in advance of proposed travel. **Incomplete requests will not be accepted.**

SAFETY & SECURITY: Please use these resources to gather safety and security information about the restricted location to which you are proposing to travel.

International SOS is the UT-System-contracted international emergency assistance provider. The website is www.internationalsos.com and our UT System membership ID is 11BSGC000037. Enter the membership number ID to access the up-to-date country-specific medical and safety information that International SOS provides. Additionally, identify local health service providers on the ISOS website or by calling 215.942.8478.

All travelers are required to register with International SOS. Students will be automatically registered when they complete all forms within the UTSA study abroad portal. For faculty and staff, travel booked through one of UTSA's travel agencies is automatically registered with International SOS. Faculty leaders are asked to reinforce with students participating in their program that completing the study abroad application is mandatory prior to departure.

Faculty who do not use a university-contracted agency for travel, must forward their travel itineraries, including accommodations to MyTrips@travelsecurity.com for automatic registration with ISOS prior to departure. Students are required to complete their application in the study abroad portal, doing so will register them with ISOS.

Additional country-specific travel advice is available through the U.S. Department of State website: www.travel.state.gov. This website lists country-specific warnings, alerts, and advice for U.S. citizens on the risks related to travel. The Centers for Disease Control and International SOS provide information on current health advisories for specific countries.

If approved, each student traveler will also complete the Traveler Mitigation of Risk and Risk Notification Statement within their application in the UTSA study abroad portal.

For questions regarding Restricted Regions travel, email global@utsa.edu

Int'l Group Travel - Travel Restriction Exception Request Form

Requestor Details

Fill out **all** fields.

Name (as it appears on passport)

abc123

Title

Department/College

Email

Phone

Cell phone where you can be reached at abroad

Landline phone in use while abroad

Individual Traveler Information

Fill out **all** fields.

**Provide all phone numbers with the country code (e.g., a Mexico City phone number would read 011-52-55-5080-2000).*

Name (as it appears on passport)

abc123

Title

Department/College

Email

Phone

Name (as it appears on passport)

abc123

Title

Department/College

Email

Phone

Name (as it appears on passport)

abc123

Title

Department/College

Email

Phone

U.S. Emergency Contact Information

Fill out **all** fields.

**Provide all phone numbers with the country code (e.g., a Mexico City phone number would read 011-52-55-5080-2000).*

Full Name

Relation to traveler

Phone Numbers (cell/work/home)

E-mail

Physical Address

Description of Travel

Fill out **all** fields.

**Travel dates must be included for final submission.*

Proposed Locations (Cities and Countries)

Purpose of Travel (E.g., Research, Conference)

Proposed Travel Dates

What is the category of restriction for your proposed travel?

Extreme

High

Moderate

Low/
Variable

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Pre-Departure Safety and Security

Check the appropriate
box in each section.

A. U.S. DEPARTMENT OF STATE

Smart Traveler Enrollment Program (STEP)

Register your travel with the U.S. Department of State using the Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step>. STEP allows you to enter information about your upcoming trip abroad so that the U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Yes, I will enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP).

No, I am not a U.S. citizen; but I will follow the guidance provided by my country of citizenship.

B. INTERNATIONAL SOS

How to Contact International SOS

The University of Texas System provides all students, faculty, and staff traveling internationally on UT-sponsored activities/programs with overseas insurance. The overseas insurance package includes a membership with International SOS, an international emergency assistance provider. If you need medical or security-related advice or assistance at any time while abroad, contact International SOS at 1-215-942-8059, or call UTPD at 1-210-458-4242. Depending on the nature and severity of your situation, International SOS can pay for your medical care and/or other services, or you may need to pay yourself and file a claim for reimbursement. Questions about overseas insurance and filing a claim should be directed to International SOS.

For more information on ISOS and overseas insurance: [Click here.](#)

Download the ISOS smartphone app: <https://www.internationalsos.com/assistance-app>

UT Member ID: 11BSGC000037

Yes, I understand how to contact International SOS.

International SOS Individual Travel Security Briefing

Students proposing travel to a Restricted Region(s) must participate in a one-on-one discussion with an International SOS security expert to review the proposed itinerary and travel plans and to obtain personalized safety/security guidance.

1. Call ISOS at 1-215-942-8478, or toll free: 1-800-523-6586.
2. Identify yourself as a UTSA student (Member ID 11BSGC000037).
3. Ask to speak to a security expert to discuss travel advice for your destination. Be prepared to take notes.
4. Review your travel itinerary, and discuss safety/security guidance and any other travel advice.
5. Take notes to include in the ISOS section of this packet.
6. Ask for an ISOS Case # and the security expert's name.

Yes, I have discussed my itinerary and travel plans with an International SOS security expert. I understand that the IOC will receive a report of the call.

International SOS Case Number

Name of International SOS Security Expert

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EXPLANATION OF TRAVEL

Answer each of the following questions. If more space is needed, use the additional text box provided after the "Required Attachments" section or attach a Word Document.

The following information is collected for purposes related to safety and emergency response. Please include separate attachment if additional space is needed.

1. Provide a statement detailing the purpose of your travel.

2. Planned safety precautions for travel and stay:

3. Travelers' Level of familiarity with the proposed destination? (E.g. professional networks, family connections, language proficiency, etc.)

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Proposed Itinerary and Activities

Answer each of the following questions. If more space is needed, attach a Word Document.

1. List physical addresses for your accommodations and where you will be based. Be specific enough for an accurate search on Google Maps and attach map showing, to and from airport, lodging, study/research sites, etc.

Instructions on how to create map of proposed travel (log in using a google account):

<https://www.google.com/maps> → ≡ (menu) → YOUR PLACES → MAPS → CREATE MAP → add drop pins to indicate: lodging, places of work, study/research sites, planned visits; DRAW LINE to and from airport <-> lodging, planned transportation routes.

2. Lodging telephone, fax, email

3. List proposed airlines and flight numbers. (The IOC recommends you do not book travel prior to approval; however, list potential flight information.)

4. Describe how you will travel within the region and day-to-day movement.

5. Use car, taxi, train? Detail transportation usage.

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Risk Notification Statement

Read all of the following statements and check all boxes.

The University of Texas at San Antonio must review international travel to destinations on the UTSA Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the Restricted Regions list involves certain degrees of risk.

It is important that you **UNDERSTAND** and **CAREFULLY CONSIDER** the following risks:

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency flights may be suspended, and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, the University of Texas at San Antonio, and their contracted emergency assistance provider, International SOS, may not be in a position to provide emergency assistance to you.
- Participation in travel to a UTSA Restricted Region has inherent risks, which may include illness, kidnapping, injury or death. These risks can never be completely eliminated.
- Risks of travel to your destination, may include (but are not limited to) dangers to health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.
- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors/risks that are unknown or that have not been brought to your attention by the University of Texas at San Antonio.

Yes, I have read and understand the above statements.

It is **HIGHLY RECOMMENDED** that you visit & **CAREFULLY REVIEW** the following websites:

- [UTSA Travel Policy](#) to restricted regions
- [International SOS](#) website (Member ID: 11BSGC000037)
- [US Department of State](#) for Travel Warnings, advisories, and consular information sheets for the intended destination
- [US Center for Disease Control and Prevention](#) US Center for Disease Control and Prevention website for information on health issues and recommended vaccinations for travel to intended destination
- [World Health Organization](#) World Health Organization website for information on disease outbreaks and emergencies

Yes, I have read and understand the above statements.

Voluntary Participation in Travel

Read the following statement and check the box at the end.

No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region. By checking the box below you are confirming that any participation in travel to a Restricted Region is strictly voluntary, and you assume full responsibility for all risks associated with this travel.

Yes, I have read and understand the above statement.

IOC Right to Withdraw Approval

Read the following statement and check the box at the end.

In the event of approval, **the University retains the right to withdraw approval and/or require return to the U.S.** This may occur if there is a change in the proposed itinerary, the critical nature of the trip, or the health/safety/security climate of the region of interest.

Yes, I have read and understand the above statement.

Penalties for IOC Travel Policy Violation

Read the following statement and check the box at the end.

The University reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UTSA Travel Policy to Restricted Regions.

Yes, I have read and understand the above statement.

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Required Signatures

Signature of Requestor

Date

Department Chair Signature

Print Name

Date

Dean or Delegate Signature

Print Name

Date

The IOC welcomes additional comments from the Chair in the text box below.

The IOC welcomes additional comments from the Dean in the text box below.

Submitting your request

After the Dpt. Chair/Supervisor & Dean have signed above, forward this request to: global@utsa.edu

The request is being submitted to the Office of the Vice Provost for Global Initiatives
Main Building 1.209
University of Texas at San Antonio

If you have any questions call us at (210)458-7211 or email us at global@utsa.edu

REMINDER: All requests MUST be submitted to Global Initiatives at least **30 days** in advance of proposed travel.

IOC Review and Approval

Date of Review: _____

Approval or disapproval by the UTSA Vice Provost for Global Initiatives, based on the recommendation of the IOC:

- Approved
- Disapproved

Name

Signature

Date