

Georgia State University
Travel Advisory Policy

I. Introduction

Georgia State University engages in efforts to internationalize its academic activities and establish sustained international relationships that further the education, research and scholarship of its students and faculty.

The Travel Advisory Policy is intended to promote the health, safety and security of all members of the University community while traveling abroad. This policy is designed to support the international engagement of its students, faculty and staff in a responsible manner.

II. Applicability

This Policy applies to faculty, staff and students traveling to countries for University-related purposes, which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competition. Such travel is considered University-sponsored as it is for the purpose of engaging in educational or research activities on behalf of the University.

III. Policy

A. Travel Advisory Levels and Travel Planning

1. Travel Advisory Levels

The U.S. Department of State designates each country as one of four Travel Advisory Levels:

Level 1:	Exercise Normal Precautions
Level 2:	Exercise Increased Caution
Level 3:	Reconsider Travel
Level 4:	Do Not Travel

Additionally, certain areas within a country may be designated at a different level of security risk than the country's level. For example, a country with an overall Level 2 advisory may have certain areas that are designated "Reconsider Travel" or "Do Not Travel."

2. Travel Planning for All Travel Advisory Levels

All individuals traveling internationally should review the country/area information provided by the U.S. Department of State (<http://www.state.gov>) and develop a specific

contingency plan to be implemented in an emergency. These plans should include registration with consular officials, procedures for evacuation to safer areas and for communicating with responsible parties in the U.S. Consistent with the provisions outlined below, the University reserves the right to prohibit or suspend travel for University-related purposes to any destination by faculty, staff or students if significant health, safety or security concerns pose extreme risks that warrant such a decision.

All faculty, staff, and students traveling internationally for University-related purposes should request written pre-approval or provide written notice as required by their department/college/unit, at least one month before the desired departure date. Such approval can be obtained less than one month from the desired departure date with appropriate justification to the appropriate department chair and dean. Most University units require the Travel Authorization form for faculty and staff travel.

3. Export Controls for All Travel Advisory Levels

Those traveling internationally must comply with U.S. export controls, which are federal regulations that control the export of certain technologies. Information about export controls can be found at the Georgia State University Export Controls website http://www.gsu.edu/research/export_control_regulations.html.

Travelers must familiarize themselves with these regulations prior to their departure. Violating these government regulations can carry severe consequences for the individual and/or University.

B. Travel to Level 1 and 2-Designated Countries or Areas

No additional processes are required other than those described in Section A, above.

C. Travel to Level 3-Designated Countries or Areas

1. Travel by Faculty, Staff or Graduate Students to Level 3-Designated Countries or Areas

Georgia State strongly recommends against, but does not prohibit, faculty, staff or graduate student travel to countries/areas for which the U.S. Department of State has issued a Level 3 designation or where there is reliable information of significant health or safety risks.

- a. Faculty, staff, and graduate students who wish to travel to a country or area for which a Level 3 designation has been issued must review the country/area information provided by the U.S. Department of State (<http://www.state.gov>) and other available material about the conditions in the country in question and consider carefully whether the value of the travel to them outweighs the risks they face if they choose to travel.
- b. Faculty, staff and graduate students planning to travel to Level 3-designated countries must obtain approval for the proposed travel, at least one month before

the desired departure date, from the appropriate department chair and dean. Such approval can be obtained less than one month from the desired departure date with appropriate justification to the appropriate department chair and dean.

- c. Faculty, staff and graduate students traveling to Level 3-designated countries or areas must additionally:
 1. Report their proposed travel plans, at least one month before the desired departure date, to the Office of International Initiatives (OII). Updates should be provided to OII as additional information becomes available or changes occur throughout the duration of the trip, including additional countries added during travel. Travel information provided to OII will be shared with the Office of the Provost.
 2. Contact the Office of Safety and Risk Management to obtain necessary insurance (accident, health, medical evacuation and repatriation of remains) to be in force and effect for the entire duration of their travel.
 3. Sign an Assumption of Risk and Waiver of Liability issued by the Office of Legal Affairs and submit the form to the Office of International Initiatives.
 4. Confer with the Export Control Officer in the Office of Legal Affairs.

2. Travel by Undergraduate Students to Level 3-Designated Countries or Areas

The University does not sponsor international travel for undergraduate students to a country or area for which a Level 3 designation has been issued. Faculty may petition the Provost for an exception.

- a. Undergraduate students who choose to participate in a non-University-sponsored program to a country/area for which a Level 3 designation has been issued do so voluntarily and are acting outside the control and responsibility of the University. In these situations, students may transfer credit towards their degree subject to the same approval process as participation in a non-University program in other countries for which a Level 3 travel advisory has not been issued.
- b. Undergraduate students traveling to Level 3-Designated countries or areas must additionally:
 1. Provide notice of the proposed travel, at least one month before the desired departure date, to the appropriate department chair and dean.
 2. Comply with requirements provided in section III.C.1.c, above.

3. Travel to Level 4-Designated Countries or Areas

Faculty, staff and students who choose to travel to an area or country under a Level 4 designation do so at their own risk and are acting outside the control and responsibility of the University. Assistance or evacuation in these areas would likely be difficult or impossible. Faculty, staff, and students who wish to travel to a country or area for which a Level 4 designation has been issued must review the country/area information provided by the U.S. Department of State (<http://www.state.gov>) and other available material about the conditions in the country in question and consider carefully whether the value of the travel to them outweighs the risks they face if they choose to travel.

Although such travel is not recommended or approved by the University, Faculty, staff, and students traveling to Level-4 Designated countries or areas must:

- a. Provide notice of the proposed travel, at least one month before the desired departure date, to the appropriate department chair and dean.
- b. Comply with requirements provided in section III.C.1.c, above.

IV. Extraordinary Circumstances

In extraordinary circumstances, OII, with the approval of the Provost and in consultation with the appropriate administrators, may institute alternate procedures regarding the travel plans of students, faculty, and staff.

V. Questions and Contacts

Questions about this Policy should be directed to the Office of International Initiatives.

Office of International Initiatives:

(404) 413-2530 <http://international.gsu.edu>

[Office of Safety and Risk Management \(404\) 413-9549 https://risk.gsu.edu/](https://risk.gsu.edu/)

Office of Legal Affairs: (404) 413-0500 <https://legalaffairs.gsu.edu/>

Approved by Administrative Council March 7, 2018

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