

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST Learning Abroad

### Learning Abroad Student Travel Authorization Request Form

The University of Houston (UH) does not allow university-sponsored, organized, or affiliated student travel to Level 3 (“Reconsider Travel”) destinations unless authorization is granted by the Vice Provost for UH Global. University sponsored, organized, or affiliated travel includes the following:

- Trips organized and/or sponsored by UH for which academic credit is awarded, or any other travel administered by, conducted under the direction of, or with financial support from, any University department, program, or office.
- Travel by members of a registered student organization regardless of whether or not the organization requires its members to attend the activity or event.
- Travel with a UH affiliated program including for credit and not for credit programs, including course work, internships, service learning, research and volunteer opportunities.
- Travel to meetings of academic-related, professional associations including conferences.

#### STUDENT INFORMATION

Name: \_\_\_\_\_ PeopleSoft ID: \_\_\_\_\_

College: \_\_\_\_\_ Classification: \_\_\_\_\_

PeopleSoft ID: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROGRAM INFORMATION

Program Destination City/Town and Country/Countries: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Are you receiving credit for the program? If yes, what credit: \_\_\_\_\_

#### STUDENT’S OBLIGATION AND RESPONSIBILITY

1. I have carefully identified, reviewed and considered the risks of travel to my destination. I am familiar with the basic international travel safety precautions for the area in which I am traveling to. I have read and understand the following information:
  - a. The U.S. Department of State Advisory for Destination <https://travel.state.gov/content/passports/en/alertswarnings.html>
2. If I am a U.S. citizen, I have enrolled my travel with the U.S. Department of State’s Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>. If I am not a U.S. citizen, I will register with my home country’s Embassy or Consulate.

3. I know that I am not required or encouraged to travel to this destination. I am voluntarily traveling to the destination(s) mentioned above and assume all risk associated with this travel.
4. I understand that if I receive authorization for this program, I may not travel to other regions/countries of the region with a Level 4 advisory.
5. I understand the University reserves the right to cancel the program and/or require students to leave their international program location due to health, safety, and/or other concerns.
6. I understand failure to comply with this policy may result in the Dean of Students initiating disciplinary proceedings.
7. I understand that if I do not receive travel authorization for this program, I am not eligible to receive UH funding or course credit for my program.
8. I have self-enrolled in CISI international insurance for University of Houston Learning Abroad Programs and confirm it will be in force and effect for the entire duration of my travel: <http://www.uh.edu/learningabroad/health/cisi/>. I understand how to contact CISI in the event of an emergency.
9. I will attend a Learning Abroad pre-departure session in advance of my program.
10. I realize that I must have a local (on-site) emergency contact.

Contact Name	Title
Email	Cell Phone
Physical Address	

## **RISK NOTIFICATION**

It is important you understand and consider the following risks:

- The U.S. Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The U.S. 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 and emergency care may be limited or non-existent.
- Should you experience difficulties, the University of Houston and/or CISI, the emergency assistance provider, may not be in a position to provide emergency assistance to you.
- 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, violence, and/or death.
- There may be additional health, safety, and security factors that have not been brought to your attention by the University of Houston.

**REQUIRED ATTACHMENTS**

- Attach your proposed itinerary and any activities including physical addresses, how you will travel day to day in country, and any excursions.
- Attach the U.S. Department of State travel advisory for your location.
- Attach a one to two page document answering the following questions:
  1. What are the academic purpose and goals for your program?
  2. Why should the travel take place despite risks?
  3. How will this program aid in your pursuit of your UH degree?
  4. After reviewing the U.S. State Department Travel Advisory for your destination, how (specifically) will you mitigate any risks identified?
  5. Do you speak the local language? If so, how fluently (i.e. bilingual, 4 years formal education, etc.)?
  6. What is your plan in an emergency or crisis?

**BY SIGNING THIS FORM, I ACKNOWLEDGE THE EXISTENCE OF THE TRAVEL ADVISORY IN MY CHOSEN PROGRAM LOCATION(S) AND THE RISKS ASSOCIATED WITH THE PROPOSED TRAVEL AND MY DECISION TO CONTINUE WITH THE PROGRAM DESPITE THAT WARNING. I ASSUME ALL RISK ASSOCIATED WITH THIS TRAVEL.**

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For students under 18 years of age:

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit all paperwork to the Director of Learning Abroad at [kmkleinkort@uh.edu](mailto:kmkleinkort@uh.edu)*

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FOR OFFICE USE ONLY

Date received: \_\_\_\_\_

- REQUEST APPROVED
- REQUEST SENT TO LEARNING ABROAD RISK AND SAFETY COMMITTEE FOR FURTHER REVIEW
- REQUEST DENIED

\_\_\_\_\_  
Signed by: Dr. Jaime Ortiz, Vice Provost for UH Global

\_\_\_\_\_  
Date