Travel Permission Request Guidelines
(Undergraduate Approved Study Abroad Programs/Group Travel)

It is the responsibility of a representative from the sponsoring academic or administrative unit to apply for Travel Permission Request (TPR) for a new or modified education abroad program, a one-time group trip or re-occurring group trip in a location subject to a U.S. Department of State (DOS) Travel Warning or a Centers for Disease Control and Prevention (“CDC”) Travel Notice Warning Level 3: Avoid Nonessential Travel. The Office of Global Safety and Security will assist in the development of a Travel Permission Request. Applicants should make every effort to avail themselves of this assistance.

Requests should include the information in memo format, not exceeding six pages single-spaced:

1) Overview
   A summary of the rationale for travels to the specific site:
   a) An introduction that summarizes the experience to be undertaken, its exact location, duration and purpose (or a description of activities) and introduce any institutional or organizational partners. The proposal should also address whether this is intended to be a one-time offering or a recurring opportunity, and if course credit is offered, indicate whether or not it will count as credit toward a degree or a general requirement.
   b) A reference to the general nature of the applicable Warning and its most recent issue date, plus an explanation of the compelling academic or experiential rationale for this program location (as opposed to a location not subject to a Travel Warning).
   c) A proposed itinerary, including a short description of arrival/departure transportation logistics, housing/classroom or other regularly used facilities, including an explicit description of security measures.
   d) A profile of the type of student this program or experience would attract (age/standing, major, academic motivation, language ability, etc.) and the likely enrollment.

2) List of relevant links
   a) U.S. Department of State (DOS) Travel Warning
   b) U.S. Department of State Country Information Sheet
   c) CDC Country Profile

3) Institutional or organizational context (if applicable)
   This section explains the institutional or organizational context of this activity and any institutional health and safety support for the student and should:
   a) Describe on-site organizational or institutional support for health and safety that would mitigate the concerns raised in the Travel Warning. Include relevant information about local staff and any related training or experience for managing health, safety, or security issues.
   b) Note whether other Northwestern students participated in this program or engaged in similar activity at this location. If possible, the proposal should provide their names and contact information for Committee follow-up.

4) Health, safety, emergency, and evacuation plan
Northwestern units should provide documentation and procedures regarding safety, security, and evacuation that address:

a) Overarching policies and measures the program will take for ameliorating the specific health or security risks identified by the U.S. DOS Travel Warning, U.S. DOS Country Information Sheet or the Centers for Disease Control and Prevention Travelers’ Health Resources.
   i. Examples of safety or security measures are avoiding travel to certain neighborhoods in a city or regions within a country, using only specific means of transportation, not traveling alone after dark, avoiding public protests, avoiding crowded public entertainment establishments such as restaurants, etc.
   ii. Examples of health measures are identifying potential exposure to insect-, food- or water-borne illnesses, noting particular health risks associated with specialized activities, such as animal care (rabies) or construction (tetanus), open-water, volatile chemicals, wild mammals, insects or reptiles, extreme heat or cold, specialized equipment which requires training for operation, medical/dental care/services, etc.

b) A copy of or link to the program or organization’s risk management procedures, including an emergency plan (or link to such procedures or plans on the organization’s web site). If the organization cannot adequately respond to such information requests, two options exist: the sponsoring academic unit could work with the organization to develop such plans or finds another provider.

c) Pre-departure information/education to be provided to students

d) Confirmation that all travelers will fulfill standard pre-departure travel requirements as outlined by the Study Abroad Office or the Office of Global Safety and Security, such as:
   i. Enrollment in NU’s international medical insurance and assistance plan;
   ii. Referral to the CDC’s Travelers Health web-based resources for information on required and recommended immunizations and/or prophylactic medications;
   iii. Registry with the U.S. DOS’s Smart Travelers Enrollment Program (STEP), and steps to ensure the action has been taken;
   iv. Participation in pre-departure educational programming (on-line or in person);
   v. Enrollment in Northwestern’s Study Abroad Application or the International Travel Registry; and
   vi. Submission of a signed travel release.

5) Communications protocols
   List of contact names, addresses and numbers for relevant on-site staff/faculty.
   a) Provide the name of at least one on-site contact person: include 24-hour phone number, office phone number, email address, office address, home address, etc.
   b) Provide the name of at least one Northwestern contact person involved in this program: include 24-hour phone number(s), office phone number and email address.
   c) Provide complete contact information for the U.S. Embassy or Consulate nearest the program’s location. (For traveling programs, provide this information for each overnight location).
   d) Address whether or not participants are required to have a working cell phone in this location. (The Committee recognizes that the possession of a cell phone in some locations makes one a target for crime and that other modes of
communication may be preferable). If students are not required to have a cell phone, address how anticipated communications challenges will be met.

a. Special Note: Please provide all phone numbers as if one were dialing from the U.S. For example, a London phone number would read: 011-44-207-456-6789.

6) **Letter of endorsement from sponsoring academic unit**

A complete request will include at least one letter of endorsement from the most relevant senior academic officer, such as a department chair(s) or college in whose disciplines students will likely receive course credit. This letter need not endorse the safety of the location but should make a compelling and detailed argument in support of the academic or experiential value of the opportunity.

The individual making the application will package all of the aforementioned material in one email and send it to the Director of Global Safety and Security at least two weeks prior to the assigned IRAC meeting.