

Protocols for Students Traveling Abroad for Academic Purposes

(other than through SU Abroad)

1. Before purchasing tickets for travel, student shall have the course of study approved in writing by an advisor and faculty member to ensure that the experience or study will count toward his/her degree program.
2. If there is a sponsoring agency, student shall review with advisor and faculty member to ascertain whether the sponsoring agency in the foreign country has adequate risk management and emergency procedures in place. For example, does the sponsoring agency or university offer services equivalent to international travel emergency service offered through a provider such as International SOS (ISOS)? Does the sponsor have a safety orientation before he/she begins the internship in the field?
3. If there are no emergency service providers or sponsoring agency, student must register with ISOS. Registration is through the My Trips portal or the ISOS app. Risk Management can offer assistance with registration.
4. Students need to have health insurance coverage that includes but is not limited to hospitalization and evacuation insurance in the event of a medical emergency. SU offers ISIC health insurance coverage that includes medical insurance and evacuation for medical emergencies. Contact Risk Management at 315-443-5334 to purchase the ISIC insurance.
5. Students will execute an international travel condition of participation form. (Copy attached). The student's department will retain the signed form for six years.
6. If housing arrangements have been made for students while abroad, please have advisor or faculty member inform Nikki Cooter in Risk Management of any housing arrangements while abroad. This information may be needed in the event that the student is a victim of crime or involved in a crime while abroad. Under the provisions of the Clery Act, the University is required to report to the U.S. Department of Education all criminal acts involving its students. Anyone identified as a Campus Security Authority (CSA) under the Clery Act will need to complete CSA training in what their responsibilities are under the Clery Act. Federal law requires this training for anyone with authority over student activities.
7. If there will be an extended stay residential housing outside of any short term hotel accommodations such as a lease, please contact the Real Estate Office complete the attached Real Estate form on housing. The purpose is for Fire and Life Safety Services and the Department of Public Safety to evaluate fire/life safety and security.
8. If there is a U.S. Department of State travel warning to avoid non-essential travel or Center for Disease Control (CDC) Level 3 travel warning to avoid non-essential travel for the student's destination, the Dean's Office will advise the Vice Chancellor/Provost and seek approval for the trip.

<https://travel.state.gov/content/travel/en.html>

<http://wwwnc.cdc.gov/travel/notices>