



XAVIER UNIVERSITY
International and Away Travel Policy for Students

Effective: May 25, 2023

Last Updated: August 24, 2026

Responsible University Office: Center for International Education

Responsible Executive: Provost and Chief Academic Officer

Scope: This policy applies to Xavier-sponsored, organized or otherwise sanctioned undergraduate or graduate student travel that occurs outside of the United States, including individual or group travel, regardless of whether the student will earn academic credit or not, and includes the following types of travel:

- Credit-bearing programs, including faculty-led study abroad and away programs, approved international partner programs, international research, and internships.
- Non-credit bearing programs including any program:
 - Organized or sponsored by a registered student organization;
 - Organized or sponsored by a University department;
 - Required team or group travel;
 - Fully or partially funded by Xavier University; and/or
 - Uses the Xavier University name.

This policy does not apply to the following:

- Student domestic travel without a curricular (course registration) component, which is regulated by the Xavier Student Domestic Travel Policy.
- Student travel outside of the U.S. for purposes of vacation or pleasure.
- Xavier students who travel on their own or as a group with a non-Xavier program, do not use the Xavier name or affiliation, and do not plan to earn academic credit or meet degree requirements by completion of the international experience.
- Xavier students who travel internationally during a leave of absence from Xavier or who are not enrolled during the fall and/or spring semester(s). This policy does apply to students who participate in a Xavier-sponsored travel program during the summer months, even if the program is non-credit bearing.

A. REASON FOR POLICY

Xavier University understands the need for and benefits associated with enrolled students traveling internationally or away as a part of their academic and co-curricular experience. These experiences can sometimes pose risks for the university, and as such, the policies contained herein are enacted in order to protect not only Xavier University and its students, but all individuals associated with the planning and execution of said experiences. This policy establishes guidelines and expectations that students must follow while participating in international and away travel that is organized or sponsored by Xavier University and has been adopted to better safeguard Xavier students with regard to insurance coverage and emergency services, and to avoid personal and institutional liability for noncompliance with applicable law.

B. POLICY

International and Away Travel Policy:

1. Students participating in international and away travel officially organized and/or sponsored by the university are required to comply with the standards set forth in the [Xavier University Student Handbook](#) and with applicable university policies and procedures.
2. Students must complete an online application (for academic credit connected programs) or an online trip registration form (for non-academic bearing programs) and obtain all required approvals prior to commencing travel. The online system is maintained by Center for International Education ("CIE").
3. All participants in Xavier organized or sponsored travel must submit required Xavier waiver [forms](#), which include various information such as emergency contact information that will be provided to CIE and Campus Police. Students participating in approved partner programs for credit at Xavier may be required to complete additional waiver forms from the organizing third party.
4. All students participating University organized or sponsored international travel will participate in a pre-departure orientation coordinated by either the sponsoring department or CIE.
5. International travel sponsored by a registered student organization must be consistent with the mission of the student organization. Travel should be planned so as not to interfere with academic responsibilities.
6. Students are not permitted to drive automobiles, motorbikes, motorized scooters, mopeds, or quad bikes while participating in a any program covered by this policy. Additionally, students are prohibited from engaging in unapproved high-risk recreational activities such as scuba diving, mountaineering, or extreme sports during university-sanctioned travel. Students must adhere strictly to all safety and security guidelines of the host country and/or host institution.
7. Students registered with the Office of Accessibility and Disability Resources (ADR) must

notify ADR and the Center for International Education at least 60 days prior to departure to evaluate host-site accommodation feasibility. While the university makes reasonable efforts to coordinate support, accommodations cannot be guaranteed without timely advance notice.

Insurance

International Insurance Policy--which includes health, medical evacuation, repatriation of remains and security evacuation services--must be purchased by all participants engaged in travel that is covered by this Travel Policy. International travel insurance provides coverage in the event of a health or security emergency abroad; these are not typically covered by domestic insurance policies. Cost of coverage is either included in program fee or paid through the online system depending on type of program. Students studying on away programs should maintain health insurance coverage for the duration of their program while enrolled at Xavier.

Immunizations

Students participating in a covered program must consult with their health care provider and follow recommendations regarding the CDC's current immunization recommendations. Immunizations must be up to date prior to departure and participants must travel with all required medicines to complete immunizations regimens.

All students participating in international travel that is organized or sponsored by Xavier must consult with their health care provider prior to departure. Further, all students must follow the current recommendations from the CDC and their host country for required and recommended immunizations. Failure to do so may result in dismissal from the study abroad program.

Travel to Department of State Risk Designated Countries

The U.S. Department of State has a travel advisory scale which designates the risk level of each country according to four levels. The scale also embeds varying levels for specific regions of a country and/or for specific types of risk indicators. Details on the scale are [here](#).

Level 3 & Level 4 Travel Prohibited: All student travel officially organized, sponsored, or funded by the University to countries and/or regions with an overall Department of State travel advisory of Level 3 ("Reconsider Travel") or Level 4 ("Do Not Travel") is strictly prohibited. Students may not petition to travel or request exceptions for Level 3 or Level 4 travel advisories.

Noncompliance:

Failure to adhere to this policy may jeopardize the University's ability to provide emergency services and could result in disciplinary action. Students will be referred to the Dean of Students.

C. PROCEDURES

Types of Travel:

1. International Credit-Bearing Programs:

Students enrolling in any credit-bearing program that is sponsored, organized, or approved by Xavier University with the intent for travel outside the United States for any length of time.

Students must complete the following requirements:

- a. Application. Complete online study abroad application and submit application fee for all programs.
- b. Program deposit. Students submit a deposit upon acceptance to program acceptance to ensure commitment of enrollment and program viability, if applicable.
- c. Study Abroad Approval Form. This form ensures students receive academic credit and that they are registered for the course.
- d. Forms:
 - i. Assumption of Risk and Release
 - ii. Health History form
 - iii. Health Screening form
 - iv. General Data Protection Regulation (GDPR) release form (for programs in EU)
- e. Copy of identification (photo) page of student's passport and/or visa/travel authorization.

Students will attend a pre-departure orientation provided by either the program leader for faculty-led programs and/or the CIE.

Upon receipt of the above documents, CIE will ensure that each participant is enrolled in international insurance coverage.

2. Away Credit-Bearing Programs:

Students enrolling in any credit-bearing program that is sponsored, organized, or approved by Xavier University with the intent for travel within the United States for any length of time. Students must complete the following requirements:

- a. Application. Complete online study away application and submit application fee for all programs.
- b. Program deposit. Students submit a deposit upon acceptance to program to ensure commitment of enrollment and program viability, if applicable.
- c. Drop/Add Form. This form ensures students receive academic credit and that they are registered for the course.
- d. Waiver Forms:
 - i. Assumption of Risk and Release
 - ii. Health History Form

Students will attend a pre-departure orientation provided by either the program leader for the faculty-led programs and/or the CIE.

3. International Non-credit Bearing Programs:

Students participating in a non-credit-bearing program, as an individual or part of group, that is sponsored or organized by a recognized Xavier organization, department(s), unit(s), and/or receiving University funds to support international study, conference attendance, research, internship, volunteering, or other activities, must complete the following:

- a. Program Itinerary Information to CIE at least 90 days before departure for creation of Online Registration form.
- b. Online Registration form. Students submit an application fee for all registrations.
- c. Waiver forms:
 - i. Assumption of Risk and Release
 - ii. Health History form
 - iii. Health Screening form
 - iv. General Data Protection Regulation (GDPR) release form (for programs in EU)
- d. Copy of identification (photo) page of student's passport.

Students will attend a pre-departure orientation provided by the sponsoring organization, department, or CIE.

Upon receipt of the above information, CIE will enroll each participant in the international insurance coverage.

4. Non-Xavier Participants (credit and non-credit bearing programs)

Non-Xavier students who plan to participate on a Xavier sponsored/approved program, are required to become visiting/non-degree students through Admissions and then follow the international travel and away procedures above (1, 2, or 3 depending on program).

Organizational units may institute policies more, but not less, restrictive than this policy if desired.

5. Travel to Countries with an elevated Travel Risk

1. Travel risk is evaluated based on the highest U.S. Department of State advisory level assigned to any country, state, province, city, or region included in the proposed itinerary (including transit and side trips).
2. Xavier University strictly prohibits student international travel to, within, or through any nation, state, province, municipality, or sub-region designated as Level 3 ("Reconsider Travel") or Level 4 ("Do Not Travel") by the U.S. Department of State

D. Program Cancellation or Suspension

Xavier reserves the right to cancel or withhold approval for travel to countries in which hostilities have erupted or in which a political or natural disaster, epidemic/pandemic or other facts have compromised the safety of Xavier students overseas. Xavier reserves the right to rescind a student's approval or to cancel a program in the event a travel advisory is issued before or during the course of a program. Xavier also reserves the right to interrupt and end a program early if deemed necessary due to safety concerns.

E. Incident Reporting

Program leaders, faculty, and participating students must report any critical safety incident including major illness, hospitalization, arrest, victim of crime, or physical assault – to the Director, Study Abroad and Xavier University Police as soon as safely possible, and no later than 24 hours following the incident.

For incidents involving discrimination, harassment, bias, and/or hate crimes based on sex, sexual orientation, gender identity, race, color, ethnicity, national origin, disability, age, economic status, class, religion, culture, citizen, and/or veteran status, leaders must also report the incident to the Civil Rights & Title IX Office. Sex discrimination includes sexual harassment, sexual assault, rape, intimate partner violence (including emotional, verbal, sexual, physical), stalking, and harassment/discrimination based on pregnancy or parenting status, sexual orientation and/or gender identity.

F. Technology and Information Security

Students participating in international travel must take reasonable precautions to protect Xavier University accounts, information, and technology resources while abroad.

Review and follow Xavier University's [International Travel Guidelines](#) published by Information Technologies.

- If applicable, limit the amount of confidential or sensitive Xavier information stored on or accessible from devices taken abroad.
- Exercise caution when using public or shared computers and public networks, particularly when accessing Xavier systems or information.
- Maintain physical control of phones, tablets, laptops, and other devices and remain aware of attempts to observe or obtain Xavier usernames, passwords, or other authentication information.
- Promptly report the loss, theft, or suspected compromise of any device used to access Xavier accounts or information to [Xavier Information Technologies](#).

G. HISTORY

This policy was created utilizing benchmarking information from peer institutions and from institutions with a dedicated international risk management position or office. Best practices outlined by NAFSA: Association of International Educators, URMIA (University Risk Management and Insurance Association), and AIEA (Association of International Education

Administrators were incorporated into this policy. In January 2018, the Department of State changed its categorization of travel risk from issuing travel warnings to issuing a risk level for each country. This policy incorporates instructions for mitigating risk according to these risk level categories. This policy is subject to bi-annual review by the Education Abroad and Away Committee, unless significant changes in Department of State travel policy arise. Updated in August 2026 to prohibit student travel to Level 3 and Level 4 destinations and sub-regions, and to establish executive approval protocols for unrated territories and incorporate institutional policies and practices related to risk and safety under Title IX, ADA, and Technology.

Other applicable policies and/or resources:

[Instructions for Using Waivers](#)

[Travel Policies and Procedures \(Accounts Payable\)](#)

[Xavier University Student Handbook](#)

[Travel to Countries with Department of State Risk Designations](#)