



XAVIER UNIVERSITY

International Travel Policy for Students

Effective: 02/01/2019

Last Updated: 12/2/2018

Responsible University Office: Center for International Education

Responsible Executive: Vice President, Enrollment Management and Student Success

Scope: This policy applies to undergraduate or graduate student international travel that occurs outside of the United States. Said travel includes any individual or group travel organized and/or sponsored by Xavier University, whether earning academic credit or not, including the following types of travel:

- Credit-bearing programs, including faculty-led study abroad programs, approved third party provider programs, 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, 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 and who 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 as a part of their academic and co-curricular experience. International 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 on University-sanctioned or funded travel 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 Travel Policy:

1. Students participating in international 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. 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.
3. Students must complete an on-line application (for academic credit connected programs) or an on-line trip registration form (for non-academic bearing programs) and obtain all required approvals prior to commencing travel. The on-line system is maintained by CIE.
4. Any University funding provided to support student international travel or faculty/staff traveling as part of an international trip for students must be processed in accordance with the [Xavier Travel Policies and Procedures](#) and reimbursed through Accounts Payable.
5. All participants in Xavier organized or sponsored travel must submit required Xavier [risk management forms](#), which include various information such as emergency contact information that will be provided to CIE and Campus Police. Students participating in third party travel programs for credit at Xavier may be required to complete additional risk management forms from the organizing third party.
6. 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 International 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 charged to student's bursar account depending on type of program.
7. All students participating in credit-bearing University organized or sponsored international travel will participate in a pre-departure orientation coordinated by either the department sponsoring the international program or CIE.

8. Students who travel internationally are not permitted to drive while participating in a Xavier-sponsored international program.

Travel to Department of State Risk Designated Countries

Effective January 10, 2018, the U.S. Department of State has revised its travel advisory system to include a travel advisory scale (in place of the Travel Alert/Warning system previously used). The new scale has four levels, and also embeds varying levels for specific regions of a country and/or for specific types of risk indicators. Details on this new scale are [here](#).

According to the Xavier Student International Travel Policy, any student travel sponsored by the University that is to a country with the following risk designation(s) will need to be evaluated prior to departure.

All student travel to countries and/or regions with an overall Department of State travel advisory Level 4 is prohibited. Groups and individuals may not petition to travel to a Level 4 advisory.

In addition, based on advisory level of entire country and/or regions within the country, groups and individuals will need to submit an itinerary of travel 90 days before program departure date to the Director, Center for International Education. It is the responsibility of the group or individual to determine the advisory level of their destination and to submit a detailed travel itinerary if the destination country's Department of State travel advisory meets the following conditions:

- Any country designated with a Level 3 advisory.
- Any country designated with a Level 2 advisory that has areas of higher risk within the country.
- Any country designated with a Level 1 advisory that has areas of higher risk within the country.

If deemed necessary after itinerary submission, the faculty-leader (for group travel) or individual may need to submit a formal petition for an exception to travel; the Education Abroad Advisory Council, the Office of Risk Management, and the Office of General Counsel must review and approve the petition before travel is permitted. The Senior International Officer (SIO) will approve the final decision. Even if approval is obtained, the program or travel may still be cancelled, if circumstances change, up to the day of departure.

Note: 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 also 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.

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. 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 prior 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. Risk Management 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.

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. 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. Risk Management 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.

3. 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 policy above (A or B depending on program).

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

D. HISTORY

This is a new policy. It 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 Advisory Counsel, unless significant changes in Department of State travel policy arise.

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](#)