



# International Travel Registration Policy

## for ASU Students and Faculty/Staff Traveling with Students

### Purpose and Summary

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Arizona State University (“ASU”) supports and encourages global engagement, and recognizes the importance of working collaboratively across cultural, geographic and disciplinary borders to create solutions to pressing global, regional and local challenges. To this end, ASU has established a broad global presence through partnerships and programs involving international study, internships, research, and service-learning.

To promote the health and safety of ASU travelers, all international travel by/with students that is sponsored by or affiliated with ASU or related to an ASU activity/program, whether credit bearing or not (“University-Related Travel”), must be registered in accordance with this policy. An international experience is “sponsored by or affiliated with ASU” if an ASU unit, student organization, faculty or staff member is involved in creating, funding, or approving the experience, or coordinating the applications and selection of participants.

#### Registration of international travel promotes:

- Review of international travel plans to help identify and mitigate risks related to health, safety and security;
- Provision of information, resources, and guidance to ASU travelers regarding their health, safety and security while traveling abroad;
- Facilitation of immediate access to data on the location of ASU travelers and the ability to communicate rapidly with them to verify well-being and to provide instructions or guidance if needed.

### Scope

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This policy applies to all ASU students participating in University-Related Travel outside of the United States and its territories, as well as any ASU faculty/staff members engaged in University-Related Travel abroad with one or more ASU students, during which such faculty/staff have control, oversight or other supervisory responsibility over the accompanying ASU student(s). University-Related Travel includes, but is not limited to the following activities:

- Research, [experiential learning](#) (e.g., international internships, co-ops, volunteering, service-learning), independent study done abroad, or any other international travel that is part of an ASU class or for which the student receives ASU resident credit;
- International travel sponsored by or affiliated with ASU or an ASU student organization (this applies to both affiliated and independent student organizations registered with [EOSS](#));
- Any other international travel by students for the purposes of officially representing ASU, such as participation in an academic or professional conference or athletic competition.

Students traveling abroad on programs administered by the ASU Global Education Office (GEO) are registered in a separate system, as are the ASU faculty/staff members leading and facilitating those programs.

**This policy excludes travel undertaken for personal reasons (e.g., leisure or vacation travel or travel for personal business) as well as travel that has no connection to ASU.** ASU does not recognize any obligation to support such international travel by staff, students or faculty.

## **International Travel Registration Policy**

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Compliance with this policy is required to:

- Be covered by applicable insurance programs during international travel;
- Receive assistance from ASU in the event of an emergency during your international travel;
- Gain access to mobile-ready international travel intelligence before and during your international travel, including the ability to receive pushed alert notifications.

### **Individual Student Travel**

#### **Travel Registration**

ASU students participating in University-Related Travel abroad must register their travel in the [ASU Student International Travel Registration System](#). Registration for individual student travelers will include a request for basic travel details (e.g., cities/countries and dates, emergency contacts, etc.) and an electronic signature. Information provided by students within their travel registration may be used in the event of an emergency to locate travelers and communicate emergency information.

#### **Travel Risk Management Services**

GEO will review each student's plans to identify known risks unique to the destination(s) and/or planned activities. GEO will provide information and resources to help individual student travelers mitigate their exposure to such risks, and will register all such travelers in an international medical/evacuation/repatriation insurance program.

### **Group Travel**

#### **Advanced Planning**

ASU faculty, staff or other employees organizing or otherwise involved with students participating in University-Related Travel should [contact GEO](#) as early as possible before the travel/program begins. ASU departments/programs funding projects that involve international travel by students are responsible for reporting this information to GEO so that students can complete travel registration with GEO prior to departure.

#### **Travel Registration**

ASU students participating in University-Related Travel abroad, and any ASU faculty/staff traveling abroad with ASU students, must register their travel in the [ASU Student International Travel Registration System](#). Registration for student group members will include a request for basic travel details (e.g., cities/countries and dates, emergency contacts, etc.) and an electronic signature. Information provided by students within their travel registration may be used in the event of an emergency to locate travelers and communicate emergency information. See Faculty/Staff Travel below for registration details for ASU faculty/staff group/trip leaders.

#### **Travel Risk Management Services**

GEO will review the group's travel plans and discuss with the designated ASU faculty/staff group leader(s) best practices and ASU policies to be followed related to arrangements for the health, safety, and security of the ASU travelers. GEO will provide information and resources to help group members and faculty/staff group/trip leaders mitigate their exposure to known risks unique to the destination(s) and/or planned activities, and will register all such travelers in an international medical/evacuation/repatriation insurance program.

## **Faculty/Staff Travel**

### **Travel Registration**

ASU faculty/staff traveling abroad on University-Related Travel with one or more ASU students – during which they have control, oversight or other supervisory responsibility over the accompanying ASU student(s) – must register their travel in the [ASU Student International Travel Registration System](#) (in addition to any requirement to register travel in My ASU TRIP).

Registration for faculty/staff will include a request for travel details (e.g., cities/countries and dates, emergency contacts, traveler preparedness, on-site support, housing and transportation, etc.) and an electronic signature.

**NOTE:** This policy does *not* apply to ASU faculty/staff business travel abroad, unless that travel includes ASU students over whom the faculty/staff have control, oversight or other supervisory responsibility. All such business travel should instead be registered in My ASU TRIP.

### **Travel Risk Management Services**

GEO will review each faculty/staff member's plans to identify known risks unique to the destination(s) and/or planned activities. GEO will provide information and resources to help travelers mitigate their exposure to such risks, and will register faculty/staff travelers in the same international medical/evacuation/repatriation insurance program provided to the student travelers.

## **Important Considerations**

### **International Travel Service Fee**

ASU will charge a fee to travelers who register with the ASU Student International Travel Registration System, to provide the services described in this policy. The current fee structure is available at <https://www.asu.edu/travelsafely>.

### **High Risk Destinations**

All University-Related Travel to countries and/or areas designated as a “High Risk Destination” requires advance review and approval by the Office of the University Provost or designee. ASU’s International Travel Advisory Committee (ITAC) reviews all planned student travel to High Risk Destinations and advises GEO and the Office of the University Provost concerning whether the proposed travel should be approved.

A country and/or area is designated as a “High Risk Destination” if any of the following conditions apply:

- A current Travel Advisory (Level 3) has been issued by the [U.S. Department of State](#)\*;
- A current Travel Health Warning (Level 3) has been issued by the [U.S. Centers for Disease Control and Prevention](#)\*;
- A destination has a current Crisis24 Security Assessment rating of 4/5;\*\*
- A destination has a current Riskline Security Rating of 4/5;\*\*
- COVID-related restrictions in the destination are so restrictive as to significantly inhibit the student’s ability to achieve his/her objectives and access critical resources (e.g., border closures, required quarantine on arrival, severe restrictions on in-person activities, hospital capacity restrictions, etc.), or
- ASU travel to a country/area has been designated as restricted by the Office of the University Provost, based on recommendation from the ITAC (see Appendix A).

The following conditions and restrictions apply to High Risk Destinations:

- In addition to all other required travel documents, students registering travel to a High Risk Destination must review supplemental information provided by GEO and acknowledge the risks related to such travel by digitally signing an *Acknowledgment of Safety and Security Risk(s)* within the online travel registration system.
- The Provost, the ITAC, or GEO may authorize or restrict ASU travel to specific regions within a High Risk Destination.
- No ASU student, faculty or staff will be required to travel to a High Risk Destination.

*\*ASU does not automatically consider a destination to be “High Risk” if the Level 3 or Level 4 designation is due only to COVID.*

*\*\*Crisis24 and Riskline are third party travel intelligence service providers with which ASU has a contractual relationship for risk analysis and other travel risk management services. ASU will not approve student travel to any destination with a 5/5 rating from Crisis24 or Riskline, unless the Provost grants an exception.*

See **Appendix A** to this policy for additional details.

### **In-Country Local Regulations and Laws**

All students/faculty/staff engaged in University-Related Travel must comply with all applicable laws and regulations imposed by, or applicable to, the country/area to be visited. Failure to comply with the laws and regulations of a foreign country could result in arrest, imprisonment, and prosecution by foreign governments. ASU may have limited ability to intervene or assist in the event of arrest or imprisonment abroad.

Principal Investigators engaged in research abroad and utilizing students in the conduct of such research must obtain, in advance of such research activity on foreign soil, all special visas, permits, consents, etc. that may be required by local authorities. Principal Investigators are encouraged to contact the local embassy for assistance if any concerns arise.

### **Travel Restrictions and Export Controls**

The ASU [Office of Research Integrity and Assurance \(ORIA\)](#) oversees ASU’s compliance with federal laws and regulations related to export controls and travel restrictions to sanctioned countries. The Executive Vice President of Knowledge Enterprise Development is authorized to prohibit or restrict ASU travel to any country or region that poses an unacceptable risk for purposes of compliance with such laws and regulations.

See [RSP 214](#) for more information.



## **Appendix A**

### **International Travel Advisory Committee (ITAC)**

**An International Travel Advisory Committee (ITAC), established by the Provost, will perform the following tasks:**

- a. Establish a format and required information template for written proposals to travel to High Risk Destinations. Define timelines for submittals and review.
- b. Conduct review and risk assessment of proposals for travel to High Risk Destinations. Provide recommendation to Provost for final decision.
- c. Evaluate emergency conditions that arise abroad from natural disasters, civil unrest or violence, health threats, or other hazardous conditions, and develop action plans as described below.
- d. Work with the Global Education Office (GEO) and other academic units to perform risk assessment and evaluation of proposed ASU-related student international travel.
- e. Monitor global developments that may increase travel risks or otherwise impact ASU travelers abroad.
- f. Periodically assess existing policies and procedures concerning international travel and recommend changes as needed.

#### **Action Plans for Emergencies or New High Risk Destinations**

- g. When a country or region becomes newly designated as a High Risk Destination, or if safety conditions in a country deteriorate or are otherwise compromised due to emergency, natural disaster, health crisis, civil unrest, or other hazardous condition, the ITAC will evaluate the situation and prepare a recommended action plan for immediate implementation.
- h. The action plan will include at a minimum:
  - i. Identification of all ASU travelers registered in the ASU Student International Travel Registration System in the affected region, and initial well-being verification via e-mail, telephone, AlertTraveler™ mobile app, or text message.
  - ii. Decisions regarding continued presence of current ASU travelers in the country or region in question, and instructions for travelers.
  - iii. Decisions regarding the operational status of existing ASU programs or activities in the country or region in question.
  - iv. Decisions regarding whether to restrict or postpone ASU travel planned for the country or region in question.
  - v. Review of emergency assistance and insurance options for travelers, including evacuation assistance if warranted.
  - vi. Decisions regarding financial considerations such as reimbursement of fees.