



## International Travel Registration Preview

### *ASU-Related Group Travel: GROUP LEADER*

#### Itinerary

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Please select the arrival and departure dates for each city you will be visiting during your ASU-related activity. After selecting the dates and location, click 'Add to itinerary'.

**PLEASE NOTE:** Only add the dates of your ASU-related activity abroad - do NOT include dates for any personal travel before or after your ASU-related activity; do NOT include any US destinations.

**Arrival Date:**

**Departure Date:**

**City and Country:**

#### My International Travel Details

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**1. What is the purpose of your international travel?**

Please select all responses that apply to your planned international travel.

- Competition
- Conference
- Internship
- Research/Data Collection
- Service-learning
- Study Abroad
- Volunteering
- Clinical Placement/Rotation
- Other

**2. Please provide more details on the nature of your international travel.**

**3. Are you traveling with one or more ASU students, as part of a group?**

If yes, please provide the name of the group/club/organization/activity that you will be joining during this international travel.

**4. Are you receiving ASU credit for any aspect of your international travel?**

Answer YES if your international travel is connected to an ASU course (e.g., internship, service-learning, research, independent study, etc.) If YES, please indicate what ASU credit you will receive (i.e., course prefix/number and credits).

#### My International Contact Information

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**1. What is the best phone number for us to reach you while abroad?**

We do not anticipate needing to contact you unless there is an emergency, but need to have your international contact information on file just in case.

2. **What is the best e-mail address to use if we need to contact you while you are abroad?**
3. **Street Address(es) Abroad**  
Please provide addresses for all of the housing locations where you will be staying during this trip (if known).
4. **WhatsApp mobile number**
5. **Skype name, email or phone number**
6. **WeChat account**

## **My Emergency Contact**

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Please enter one Emergency Contact in the fields below. Arizona State University (ASU) will use this information only in the event of an emergency.

1. **Emergency Contact Name**
2. **Emergency Contact Phone Number**
3. **Relationship of contact to you**

## **Group Leader Supplemental Questions**

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1. **What is the official START date of the group activity/program in the host country?**
2. **What is the official END date of the group activity/program in the host country?**
3. **Are all travelers in this ASU-related group travel staying in the same accommodation?**  
If not, please describe the different housing arrangements. Be sure to indicate your proximity to the students. Ideally, you should plan to stay within 15-minutes walking distance from the student participants.
4. **Will everyone in this group have phones that work in country?**  
If you are unsure, select "No" below.
5. **Have you worked with the students to register for the Smart Traveler Enrollment Program (STEP)?**  
If you have not, please indicate when you will do so. Details and registration available at [step.state.gov](http://step.state.gov).

**6. What guidance have you provided to the students regarding travel to/from/within the host country? (\*)**

If you have not yet provided any such guidance to your group travelers, then please describe what guidance you will be providing.

**7. Upload itinerary details**

Use the file folder icon below to upload any documentation you have received from your local partner(s) re: the trip itinerary (i.e. dates and times of activities; not your flight itinerary).

**8. Will your International Travel Service Fee be paid by an ASU college/department/school?**

If yes, please provide the name and contact information for the billing contact in your college/department/school.

**9. Will your International Travel Service Fee be paid from a grant?**

If yes, please provide the name and contact information for the Primary Investigator (PI) on the grant.

## **International Travel Registration Agreement**

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In consideration of my plans to travel abroad with one or more Arizona State University (ASU) students on University-Related Travel (URT), in connection with an activity sponsored by or affiliated with ASU, **I agree and represent as follows:**

1. As an ASU employee, I am serving in the role of URT Group Leader. As such, I am responsible for fostering a safe living and learning environment on the URT that promotes a professional student-teacher relationship consistent with ASU policies.
2. Before undertaking my responsibilities as a URT Group Leader, I will complete two online training modules: [Title IX and Your Duty to Report](#) and [Intersections: Preventing Harassment and Sexual Violence](#). I am also encouraged to attend an in-person [Emergency Preparedness and Response Seminar](#) prior to the URT.
  - If I am unable to attend an *Emergency Preparedness and Response Seminar* in person, I may make alternate arrangements with the Study Abroad Office (SAO) for in-person training.
3. As a designated Group Leader, I take responsibility for the following:
  - Providing support services that promote the development, learning, health, and well-being of URT participants.
  - Resolving disciplinary issues, and responding to emergencies in consultation with the home campus and according to ASU policies and procedures.
  - Submitting a detailed URT itinerary to the SAO, including details of all scheduled activities, planned group transportation and location and contact information for all URT housing. I will be prompted to submit this information within the [ASU Student International Travel Registration System](#).
  - Ensuring that at least one (1) ASU faculty or staff member will remain in the URT location at all times, including on weekends and other breaks. If that is not possible, I will ensure that the ASU students registered to travel with me have the contact details for at least one emergency contact whom students can reach in case of an emergency.

4. Pursuant to the [Student International Travel Registration Policy](#), I – and the ASU students registered to travel with me - will be covered for the duration of my URT by a policy of comprehensive [health and accident insurance](#). This insurance provides coverage for injuries and illnesses I may sustain or experience while abroad, and, more specifically, in each of the countries in which I will be living or traveling during my participation in URT. Coverage will begin one to two days prior to my URT start date (depending on the location); coverage will end one day after my URT end date. The SAO will provide me with a detailed description of this coverage prior to my departure.
5. I am aware of and understand the risks and dangers of travel to, in, and around the countries I plan on visiting, including but not limited to the dangers to my own health and personal safety posed by the use of public transportation and by civil unrest, political instability, terrorism, crime, violence and disease. By participating in this URT, I assume, knowingly and voluntarily, each of these risks and all of the other risks that could arise out of or occur during my travel to, from, in, or around the countries I plan on visiting.
  - Prior to departure, I will review the SAO's *Traveler Health and Safety Resources* and will contact [travelsafely@asu.edu](mailto:travelsafely@asu.edu) to address any questions or concerns about the information/advice provided in these resources.
  - Approximately 30 days prior to my planned arrival in the URT country, I will receive instructions from the SAO to download the [AlertTraveler™](#) mobile app to my Apple or Android device. I understand that I am expected to install and activate this app, which ASU provides as a pro-active risk management tool that will give me access to location-specific intelligence information, real-time safety and security alerts, quick access to dialing emergency services, and an instant check-in feature.
6. **IF MY SPOUSE/PARTNER/FIANCÉ(E), CHILD, OR ANY OTHER GUEST IS ACCOMPANYING ME TO THE URT SITE, I ACKNOWLEDGE THAT NO PART OF THIS AGREEMENT (OR THE RIGHTS AND PRIVILEGES AFFORDED TO ME BY ASU) APPLIES TO THAT ACCOMPANYING GUEST. FOR THE AVOIDANCE OF DOUBT, THIS MEANS THAT YOUR GUEST WILL NOT BE COVERED BY THE HEALTH AND ACCIDENT INSURANCE DESCRIBED IN THIS AGREEMENT AND WILL NOT BE ELIGIBLE FOR THE HEALTH, SAFETY AND SECURITY RESOURCES AFFORDED TO YOU BY ASU.**
7. I will provide the SAO with multiple ways to reach me while I am abroad, including a local, mobile or satellite phone number that can accept calls from the U.S. at all times during the URT.
8. I will provide the SAO with the contact details for at least one emergency contact whom SAO can reach in case of an emergency.
9. I will conduct an in-person pre-departure orientation session with all URT participants. In this session, I will:
  - Inform participants of group rules and expectations of behavior at all times during URT.
  - Encourage all participants to visit the ASU Travel Medicine Clinic for health screenings, required or recommended vaccinations, and for questions about continuation of care while on URT. I will not offer medical advice, or any advice about medications or vaccinations.
  - Distribute in-country emergency phone numbers.
  - Inform participants of health, safety, legal, environmental, political, cultural, and religious conditions in the URT destination country(ies), and potential health and safety risks. I will include tips on avoiding risk (e.g. how to carry personal items, how not to stand out).
  - Encourage participants to register their URT with the U.S. Department of State Smart Traveler Enrollment Program (STEP), <https://travelregistration.state.gov>.
  - Discuss preventable accidents with participants, such as traffic patterns, pub and

drinking culture, drug laws, unsafe swimming, and other risks of which participants should be aware (e.g., walking alone at night, etc.).

- Be specific about safe and unsafe behavior such as alcohol consumption, certain types of sexual behavior, and how to dress and behave to avoid unwanted attention.

**10.** I will conduct an in-person orientation with all URT participants once in the URT country.

In this session, ASU recommends that I:

- Remind participants to check in with their family members at that time and periodically during URT.
- Discuss the current political climate, emphasizing the importance to avoid all demonstrations.
- Review any known risks, including transportation risks, parts of the city that are forbidden for URT participants, or other locations that participants are wise to avoid.
- Review the local transportation system in-depth.
- Remind participants of the ASU 24/7 emergency contact at +1(480) 965-3456 and the GeoBlue contact at +1 (610) 254-8771.
- Inform participants of group rules and expectations of behavior, including the consequences of violating those rules.
- Discuss expectations and cultural norms regarding the use of alcohol.
- Provide local emergency services number(s) and location of nearest medical facility.
- Distribute my 24/7 contact number(s) to the participants.
- Collect all mobile phone numbers of URT participants.

**11.** Because of the unique circumstances of study abroad programs and the added vulnerability of students in off-campus locations, it is imperative that I devote special attention to observance by all ASU employees, including myself, of the Code of Ethics ([ACD 204-01](#)); the policy regarding non-discrimination, non-harassment, and non-retaliation ([ACD 401](#)); the policy governing amorous relationships ([ACD 402](#)); and the policy governing individuals with disabilities ([ACD 405](#)).

**I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this *Statement of Responsibility*.**

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