Request for Waiver to Allow Travel to Countries Subject to Certain Travel Advisories or Travel Health Notices

Any traveler who wants a waiver of the policy prohibiting travel to countries affected by the UA System Interim Emergency Policy must submit a formal Request for Waiver. Requests submitted at least three months prior to travel allow for a thorough review process and for alternative plans to be made should the request be denied. In all cases, requests should be submitted as far as possible in advance of the proposed travel. Include the following information:

1. **Formal Request for Waiver of International Travel Policy.**
   Request must explain the purpose of travel and why the particular location is essential to proposer's academic study or research, the organization’s mission, goals or service, and why the program could not be relocated to an alternative location. As applicable, request should include the program proposal, associated syllabi, anticipated credit, detailed travel itinerary, dates, and other relevant information.

2. **Security Preparations and Emergency Plans.**
   a. Provide detailed information on the security situation in the country to be visited. Resources for this information should include, but are not limited to, the Department of State travel advisories, Overseas Security Advisory Council (OSAC) reports and information, similar documents from other countries such as Canada, United Kingdom and Australia, as well as sources known to faculty/researcher through their professional networks.
   b. Explain the precautions planned to mitigate risks to participants in the program or travel. These should include a description of how students/faculty/staff will be informed about and prepared to manage any risks of travel.
   c. Provide details of any institution or key contacts with which you are partnering or who operate the program. Include a list of their key personnel, contact information and their emergency protocols (if available).
   d. Describe student/faculty/staff’s previous experience in the country and/or leading University programs abroad.
   e. Outline your preparations to mitigate risk and respond to potential crises (e.g., terrorist incident, epidemic, natural disaster).
   f. Describe your communication plan with the group (if applicable), with the University and with emergency contacts in the event of a crisis.

3. **Awareness of Circumstances:**
   a. Provide a letter from the department chair or supervisor for each faculty or staff traveler confirming a discussion regarding the risks of travel to the proposed destination and stating approval for traveler to visit the proposed destination.
b. Faculty, staff, and students may be required to submit additional paperwork and/or waivers to participate in a program or other international activity granted a travel policy waiver.

4. **Proof of Insurance and Release and Indemnification:**
   For study abroad programs, all travelers will be required to purchase the University's study abroad insurance and to sign Conditions of Participation and Release and Indemnification Agreement - for Countries Under a DOS Level 3 or 4 Travel Advisory or CDC Level 3 Travel Health Notice. Travelers on other type programs or types of travel may be required to show proof of insurance and sign releases.

5. **Embassy Registration:**
   Confirm that all travelers will register with the U.S. embassy or consulate nearest their destination prior to arrival and will keep the U.S. embassy or consulate informed of their whereabouts while in-country. This should be done at [http://travelregistration.state.gov/ibrs/home.asp](http://travelregistration.state.gov/ibrs/home.asp).