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USA



**CU-Boulder Travel Suspension Appeal Form**

for Travel to Countries and Regions with a

U.S. Department of State Travel Warning

Before filling out this form, please review the information provided on the CU-Boulder Travel Suspension Appeal Process.

**A. SUBMITTER INFORMATION**

1. Name:
2. Phone Number:
3. Email:
4. University status (faculty/staff/student):
5. Student’s major
6. School/College/Academic Department:
7. Program Faculty or Staff Leader/Mentor (if different from submitter)

**B.** **PRIMARY PROGRAM INFORMATION**

1. Program Name:
2. Location under Travel Warning:
3. Proposed arrival date in country:
4. Proposed departure date from country:
5. Academic Activity is for  Credit  Fulfills a degree requirement  Not for Credit

**C. LOCATION RATIONALE**

1. Academic purpose of the program:

*Note: Discuss the program’s importance to the degree program and any institutional support. Please attach information such as syllabus and/or proposal to approving authority, letter from on-site mentor, indicated their support for the project, etc.*

1. Rationale for location:
2. Accompanying faculty member/CU mentor’s prior travel experience in the country (or similar countries):
3. Student’s prior travel experience in the country (or similar countries):

**D. PROGRAM ITINERARY**

Attach a detailed program itinerary with this submission. Additionally, address the following.

1. What is your plan for arrival to and departure from the county?
2. If traveling within the country, provide the time, date and method of travel to various program locations within the country, including travel routes. Include whether there is an anticipated gap in communications capabilities during travel.
3. Describe your local transportation method to and from your daily activities. Include the time of day you will be starting/ending your regular activities, whether you will be traveling after dark and whether you will be traveling alone.
4. Describe your lodging situation in the country. Include any information about on-site security, neighborhood safety, etc.

**E. IN COUNTRY RESOURCES AND SUPPORT**

1. Name of Host Organization
2. Website
3. Primary Contact at organization (include name, position, phone and email)
4. How and when was your relationship with the host organization established?
5. What types of support will the organization provide, and what experience does the host organization have in providing these kinds of activities in the past?
6. Does your host organization have a risk management plan? Please attach any relevant documents.
7. List any additional in-country local support resources. Include contact information (name, phone and email) as well as a brief description of the support they will be providing.

**F. COMMUNICATION PLAN**

1. What is your primary method of communication in the country?
2. Generally, what is your secondary communication method in the country, if your primary method is unavailable?
3. If you have an in-country cell phone, provide that number (including country code).
4. If there are any times during your travel when you do not anticipate having a mode of communication, please explain.

**G. RISK ASSESSMENT**

The University Risk Management website: <http://www.cu.edu/content/internationaltravel> provides international travel information with an emergency plan template to assist the process.

1. List the risks identified by the most recent U.S. State Department Travel Warning, U.S. Embassy’s Emergency Messages, U.S. State Department: <http://www.state.gov/travel>.
2. List any additional or different risks identified by ISOS. International SOS: <http://www.internationalsos.com>, Membership No: 11BCAS000006 for site access.
3. Examine at least one of the following suggested resources. Tell us which one you used and list any additional or different risks identified:

* Uet: <http://www.ijet.com>
* Australian Government Department of Foreign Affairs & Trade: <http://www.smartraveller.gov.au/zw-cgi/view/Advice>
* Foreign Affairs and International Trade Canada: <http://www.voyage.gc.ca/des/ctry/reportpage-en.asp>
* UK Foreign and Commonwealth Office: <http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country>
* U.S. Department of Homeland Security: <http://dhs.gov/xtrvlsec> and <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg>
* Center for Disease Control and Prevention: <http://www.cdc.gov/travel>
* World Health Organization: <http://www.who.int/ith>

1. List any additional information or different risks identified by local resources (i.e. the host organization, other in-country local contacts).

**H. RISK MITIGATION**

For each identified risk above, describe your risk mitigation plan. The most likely foreseeable risks may be due to travel and transportation, criminal activity, political unrest, climate and weather and health issues. With that in mind, please include the following:

* A brief description of the risk, as you understand it.
* Your arrangements that would mitigate the risks that led to the travel warning.
* Your plan to communicate the risks associated with the program to participants and their families.

**SUBMITTOR ACKNOWLDGEMENT**

By signing this application for a Travel Suspension Appeal, I am agreeing to all of the terms set forth in this form and am certifying that all information I submit with this appeal is true and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**DEPARTMENTAL ACKNOWLEDGEMENT/SUPPORT OF STUDENT TRAVEL**

To be completed after the previous sections of the appeal are finalized. By signing this document, the department head acknowledges the risks associated with this travel and supports this appeal.

Department Head Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Department Head signature) (date)

*Submit all Travel Suspension Appeal paperwork to Larry Bell, Director of the Office of International Education three months prior to the desired departure date. Email:* [*Larry.Bell@colorado.edu*](mailto:Larry.Bell@colorado.edu)

*The IRC will make recommendations for completed Travel Suspension Appeals to the Provost within four weeks of receiving all requested materials. Final approval comes from the Provost.*