

# Vanderbilt University Student International Travel Policy

## Request for Exception by a Student Group

Submit the completed request to [sarac@vanderbilt.edu](mailto:sarac@vanderbilt.edu) or the Student Life Center, Suite 103.

PLEASE PRINT or TYPE Clearly

Group Leader(s) name: \_\_\_\_\_ Dept. /College: \_\_\_\_\_

Citizenship (each leader) \_\_\_\_\_

Email(s) \_\_\_\_\_ Phone(s): \_\_\_\_\_

Group name/description: \_\_\_\_\_

Number of students traveling: **Please attach an Excel list of student names, citizenship of each student, year of study, degree sought:** \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Country (ies) and dates of travel: \_\_\_\_\_

Credit proposed, if applicable (subject and amount of credit): \_\_\_\_\_

Vanderbilt funds used for travel/activities related to travel (name and amount of funds): \_\_\_\_\_

Name Faculty/Staff Advisor: \_\_\_\_\_ Dept. /College: \_\_\_\_\_

Vanderbilt personnel accompanying the group, if any: \_\_\_\_\_

**I certify that I have discussed this request for an exception to the travel policy with my faculty/staff advisor. I understand that the Study Abroad Risk Assessment Committee will make a decision after receipt of the completed request. The faculty/staff advisor and I will be informed of the committee's decision.**

**Signature of student representative requesting exception:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please provide the following: **Answers to questions 1-7 in an attached word document, this signed form and a letter of support from your department (item 8)**

1. A proposal for your project or study abroad program. This should include a description of the project, how the project meets your academic, research, service or career goals, and how those goals could not be met by travel to an alternative location.
2. Information on prior experience in the location, other travel experience that prepares you for travel to this region, and pre-departure preparation that you will receive.
3. Evidence that you understand the safety, security and/or health risks involved in travel to this country and a plan to mitigate or avoid the risks.
4. Information on the security and facilities at both the local partner organization, the accommodation where you will be staying, and the transportation you will be using. Be as specific as possible and provide supporting information from sources in the country you will be visiting and/or at the local organization.
5. An explanation of how you will be contacted while you are overseas.
6. A detailed plan of evacuation in the case of a medical emergency or crisis situation, including knowledge of how to travel to the capital city or evacuation point, knowledge of local hospital facilities.
7. A copy of your itinerary with all travel arrangements. This should include a backup plan in the event that there are unforeseen changes in your itinerary (Example: The person meeting you at the airport does not arrive)
8. A letter of support from your advisor, confirming the academic value of travel to the prohibited region, and attesting to your maturity related to your proposed travel