

Vanderbilt University Student International Travel Policy Request for Exception by a Student

Submit the completed request sarac@vanderbilt.edu or the Student Life Center, Suite 103.

PLEASE PRINT or TYPE

Name: _____
(first) (middle) (last)

Citizenship: _____

Email: _____ Phone: _____

Department or School: _____ Year of study (1st, 2nd,...): _____ Degree Sought: _____

Country(ies) of Travel: _____ Dates of Travel: _____

Vanderbilt funds used for travel (name and amount of funds): _____

Credit proposed (subject and amount of credit): _____

Name of Faculty/Staff Advisor: _____ Dept./College: _____

Email: _____ Phone: _____

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 requesting exception: _____ Date: _____

Please provide the following: **Responses to items 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 any relevant pre-departure preparation.
3. Confirmation that you understand the safety, security and/or health risks involved in travel to this country.
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, including in-country contact information.
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(s) and 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.