

KSU Risk-Designated International Travel Guidelines

Definitions

- **Risk-Designated International Travel**

Risk-designated international travel is travel to any country or region which poses a heightened risk designation by the [Department of State](#) or [Centers for Disease Control and Prevention](#) (CDC).

Travel is typically considered risk-designated if it has a Department of State travel advisory level of Level 3 - Reconsider Travel or Level 4 - Do Not Travel, or a CDC travel health notice of Warning Level 3, Avoid Nonessential Travel.

Note that while only some countries possess a CDC travel health notice, all countries possess a Department of State travel advisory. Additionally, levels of Department of State travel advice may vary based on the specific location or area within a country. It is critical that travelers understand the risk profile of not only the country but the specific location(s) to which they will be traveling.

For more information on understanding Department of State travel advisories, please visit the Office of International Safety and Security's [DOS Information page](#).

- **University-Supported International Travel**

In addition to faculty and staff travel for academic and business purposes, university-supported international travel includes travel funded by a scholarship or grant awarded or disbursed through the university or travel that fulfills a degree requirement.

- **Education Abroad**

Education abroad programs are credit-bearing international experiences for students offered and approved by the university.

Faculty or staff wishing to take students abroad on an education abroad program for academic credit must complete the education abroad program proposal process and additional requirements through the Education Abroad Office and Global Education. This includes mandatory pre-departure orientations and annual program leader health and safety trainings. If traveling to a risk-designated location, the program leader must submit a petition for review by the International Risk Management Advisory Board.

Faculty or staff accompanying students on an Education Abroad Program are automatically registered with On Call International and CISI.

- **Non-Credit Bearing Experiences**

Non-Credit Bearing Experiences are student international travel experiences which are academic and/or funded by the university but not formal programs offered through or supported by the Education Abroad Office. They include the following:

- Department-Sponsored International Travel
- Research Abroad
- University-funded Registered Student Organization International Travel

The university must have information about Non-Credit Bearing individual student or group travel that is supported by the university academically and/or financially.

For Non-Credit Bearing group international travel, please contact globalsafety@kennesaw.edu to request and submit a Non-Credit Bearing Student International Group Travel Form 60 days prior to departure. Accompanying faculty or staff leaders of Non-Credit Bearing student group international travel experiences are required to complete a program leader health and safety training.

Faculty or staff accompanying RSO group travel must do so on their personal time unless they have proposed a formal education abroad experience. Faculty or staff accompanying RSO travel abroad using personal time will not be eligible for the university's CISI business travel policy and must secure coverage through CISI directly.

- **Personal Travel**

Travel that does not constitute academic or business-related travel does not fall under the auspices of the university. Travel for personal reasons is exclusively at the discretion of the traveler.

Note that personal travel occurring prior to or immediately following official university-supported travel is not covered by the university's supplemental international insurance policies through CISI. It is recommended that travelers secure international insurance coverage for all dates of travel.

- **International Risk Management Advisory Board**

The International Risk Management Advisory Board reviews international travel requests by sponsoring academic units, individual students, as well as faculty and staff accompanying students seeking to participate in educational activities in risk-designated international countries/areas in order to provide recommendations to the Associate Vice Provost of Global Education.

Membership consists of representatives from areas such as Research, Legal, Fiscal Services, Global Education, Student Affairs, will include at least one faculty member and is chaired by the Director of the Office of International Safety and Security.

Faculty/Staff Business Travel

Kennesaw State University generally does not restrict international travel for faculty and staff traveling for business purposes unless the University System of Georgia and/or university restricts international travel to "essential" travel only.

Travelers are advised to read and adhere to the Department of State and CDC guidance for travel to their destination(s). If your destination is currently under a Department of State or CDC advisory that qualifies it as risk-designated, note that there is a significant risk to travel to this country/area at this time. While the university does not prohibit faculty and staff travel to risk-designated locations, travel to such areas poses a significant risk to an individual's safety and wellbeing. Please be advised that the traveler assumes all risk, that the university in no way requires risk-designated travel, and that the university may not be in a position to assist in the event of an emergency.

When accompanying students abroad, faculty and staff must follow the Office of Global Education processes and requirements for student group international travel.

In all cases, faculty and staff traveling internationally for business purposes are required to complete the Travel Authorization process in Concur as well as submit an International Travel Registration form to globalsafety@kennesaw.edu in advance of travel. The International Travel Registration form must be submitted even if a KSU account is not paying for the travel if the purpose of travel is related to business activities.

Similarly, all faculty and staff engaging in any international travel for business purposes must register for the CISI supplemental international insurance business travel policy for the duration of their university-supported travel. The CISI business travel policy is provided to international business travelers at no cost.

When the University System of Georgia and/or university restricts travel to "essential" travel only, travel is allowed only with permission of the Associate Vice Provost of Global Education.

Faculty/Staff Accompanying Student International Travel

Faculty or staff members engaging in university-supported international travel while leading or accompanying students must work with the Office of Global Education to complete necessary requirements such as the Education Abroad program proposal process and/or annual health and safety training. These requirements apply to both Education Abroad and Non-Credit Bearing Experiences involving groups of students traveling internationally.

Student international group travel to risk-designated locations is subject to the International Risk Management Advisory Board petition review process. Faculty or staff leading such experiences may submit a single petition on behalf of the group.

The group petition form can be requested from and submitted to globalsafety@kennesaw.edu.

Graduate Student Travel

Graduate students engaging in risk-designated international travel must submit a petition form with waiver and undergo a risk review process through the International Risk Management Advisory Board. Proposed graduate student travel to locations with an active Department of State Level 3 or 4 travel advisory or an active CDC Level 3 Warning travel health notice will be considered.

The petition form and waiver must be completed thoroughly and adequately address the following to be granted an exception for travel:

- General information about the request
- Rationale for the location
- Academic benefits
- Risk mitigation plan

The petition form can be requested from and submitted to globalsafety@kennesaw.edu.

For graduate student group international travel experiences to risk-designated locations, a single group petition form can be completed and submitted by the group leader.

In the event that a location's risk profile is heightened while a student(s) is abroad, the student must confer immediately with their department to determine if travel may continue.

Graduate students who are present in their country of origin may remain in-country rather than return to the United States. Graduate students making this decision shall submit a request to both their department and globalsafety@kennesaw.edu in writing, verifying their intent to stay in country and their understanding of the risks and costs associated with their decision.

Undergraduate Student Travel

Undergraduate students engaging in risk-designated international travel must submit a petition form with waiver and undergo a risk review process through the International Risk Management Advisory Board. Proposed undergraduate student travel to locations with an active Department of State Level 3 travel advisory will be considered.

The university does **not** approve undergraduate student travel to locations with an active Department of State Level 4 travel advisory or an active CDC Level 3 Warning travel health notice.

The petition form and waiver must be completed thoroughly and adequately address the following to be granted an exception for travel:

- General information about the request
- Rationale for the location
- Academic benefits
- Risk mitigation plan

The petition form can be requested from and submitted to globalsafety@kennesaw.edu.

For undergraduate student group international travel experiences to risk-designated locations, a single group petition form can be completed and submitted by the group leader.

In the event that a location's risk profile is heightened while a student(s) is abroad, students on exchange or third-party provider programs will need to consult with their program operator or host institution to determine if the program will continue.

In the event of program cancellation due to health or safety concerns, undergraduate students who are present in their country of origin may remain in-country rather than return to the United States. Undergraduate students choosing to remain in their home country should communicate in writing to the Education Abroad Office and globalsafety@kennesaw.edu their intent to remain and their understanding of the risk and costs associated with their decision.

International Insurance and Registration Requirement

All university-supported international travelers must register their travel with the university and enroll in the appropriate CISI international supplemental insurance policy. For Education Abroad participants, this requirement is fulfilled via the program application process.

Faculty and staff engaging in business travel must enroll in the CISI business policy in order to be covered for medical and non-medical emergencies abroad. The business policy is free to business travelers, but does require registration with CISI in advance of travel. Faculty and staff should only register business travel dates. The CISI policy does not cover personal travel.

Faculty, staff, and students participating in a program offered through the Education Abroad Office will be covered under the CISI student policy.

Students traveling on a university-supported Non-Credit Bearing Experience not offered through Education Abroad must complete a travel registration and self-enroll in the CISI student policy.

For questions regarding the CISI policy or requirements, please contact globalsafety@kennesaw.edu.

Pre-Departure Requirements

All student international group travel experiences must have at a minimum one pre-departure orientation. The session(s) must include expectations of the program, itinerary, as well as health and safety considerations and resources while abroad.

Travelers may request a bespoke risk consult or health and safety briefing from the Office of International Safety and Security. Please provide advance notice for group briefings.

Faculty or staff accompanying students abroad must complete an annual health and safety training requirement.

Export Control

University travelers conducting research abroad, planning to bring sensitive data or equipment with them abroad, or who will be traveling to a country with [Office of Foreign Asset Control](#) (OFAC) or [International Traffic in Arms Regulations](#) (ITAR) restrictions need to work with Research Compliance to verify that their research and equipment complies with federal regulations. For more information on export control, please visit Research Compliance's [Export Compliance page](#) or contact researchcomp@kennesaw.edu.

A laptop loaner program is available from UITS for travelers to risk-designated locations or countries with an increased cybersecurity profile who wish to leave their technology at home.

For more information on best practices related to data security while traveling abroad, please visit the Office of International Safety and Security's [IT Security page](#).