In accordance with University of Missouri Collected Rules and Regulations (Ch. [210.070](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch210/210.070_guidelines_for_university_of_missouri_related_international_program)) all university divisions sponsoring educational activities abroad must register plans with MU International Programs. University divisions sponsoring educational activities in countries or regions with one of the following must complete this form and obtain advance written permission from the vice provost for International Programs:

* U.S. Department of State travel advisory level three (reconsider travel) or level four (do not travel)
  + Note: Some level one or two countries may have regions at level three or four. Travel to those countries also requires approval.
* CDC travel health notice level three or four for non-COVID-19 reasons

**Denial of defense and protection of MU employees:** If a MU faculty/staff member takes MU students to a country/region with a U.S. Department of State travel advisory level three or four or CDC travel health notice level three or four without first obtaining an exception to UM policy prohibiting this, the employee may be denied defense and protection under the [University of Missouri Collected Rules and Regulations (Ch. 490.010)](https://www.umsystem.edu/ums/rules/collected_rules/benefit/ch490/490.010_defense_and_protection_of_employees).

Requests will be reviewed by the MU Student Travel Abroad Review Committee, which will forward a recommendation to the vice provost for International Programs. This form initiates committee review. More information about the [international travel policy request and procedures](https://international.missouri.edu/health-safety-security/mu-student-international-travel-policy/) is available on the International Programs website.

**This form must be submitted at least eight weeks prior to planned travel.** Late requests cannot be guaranteed a decision prior to the proposed departure date, and may result in a denied request or delayed start date for travel.

# Applicant information

Date submitted:Click or tap here to enter text.

Name of individual submitting request:Click or tap here to enter text.

Department/division:Click or tap here to enter text.

Email address: Click or tap here to enter text.

Requested travel advisory exception destination(s): Click or tap here to enter text.

## Requested dates of travel

Program start date: Click or tap here to enter text.

Program end date: Click or tap here to enter text.

Travel to region under advisory/warning start date: Click or tap here to enter text.

Travel to region under advisory/warning end date: Click or tap here to enter text.

Please attach the following materials to this request form:

Syllabus, if applicable

Letter of endorsement from department chair/divisional director

Additional materials that would be useful for the committee as background in making a decision, such as evidence of prior relationships that have been established with a site or host institution, or maps of the region

Email the complete request package to Dr. Mary Stegmaier ([stegmaierm@missouri.edu](mailto:stegmaierm@missouri.edu)).

# Program information

Title of activity/program:Click or tap here to enter text.

Program overview:

If you are planning independent travel, include a detailed daily itinerary. If you are participating on an organized program, attach a program overview or syllabus provided by the program sponsor, along with any personal specifics for arrival, departure, etc.

Click or tap here to enter text.

If student will earn academic credit abroad, will students be (check one):

Enrolled in MU courses

Enrolled in courses taught by the host university/institution

Course numbers, titles, and MU Instructor of Record (for MU courses), in which students will be enrolled:

Click or tap here to enter text.

If program is not for credit, what are the academic objectives?

Click or tap here to enter text.

What academic advantages will students gain from participating in this program?

Click or tap here to enter text.

What alternative sites were considered and why will they not meet the academic needs?

Click or tap here to enter text.

If travel is for research, why do you need to conduct research in this location? Please describe the nature of research, the process for data collection and the logistical/institutional support you expect.

Click or tap here to enter text.

# Safety and security considerations

Provide information regarding the threats to health, safety or security identified by the [U.S. Department of State](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html) as reason(s) for the travel advisory level three or four. For countries with a [CDC travel health notice](https://wwwnc.cdc.gov/travel/notices) level three or four, provide information regarding the health risk(s) identified by the CDC.

Click or tap here to enter text.

Describe the geographic location of the program/activity in relation to the threat(s) to health, safety or security addressed by the Department of State travel advisory or the health risk(s) addressed by the CDC travel health notice:

Click or tap here to enter text.

What precautions or actions will you (and your program host) take to avoid these dangers? (Please be thorough in your response. Provide documents that address protocols for safety, security, emergency and evacuation used by the program host organization.)

Click or tap here to enter text.

Describe the inter-city and intra-city transportation methods for each location on your itinerary. Include transportation to and from the airport and work/study site. If the U.S. Department of State provides recommendations regarding transportation safety, list them here.

Click or tap here to enter text.

Describe plans for housing during the program. How will housing be vetted and secured?

Click or tap here to enter text.

List the nearest medical facility for each site location. Include the means of transportation to reach medical care and approximate duration to get there.

Click or tap here to enter text.

Describe on-site health, safety and security support services provided by your program. (E.g., on-site orientation, familiarization tour of area, local clinic, evacuation services, emergency protocols, etc.)

Click or tap here to enter text.

List the name and contact information (address, cell phone number with country code, email address) for the person(s) at the travel destination that MU could contact in case of emergency if the university is unable to reach you. Include the name of the host organization/institution, if applicable.

Click or tap here to enter text.