



KENNESAW STATE UNIVERSITY

DIVISION OF GLOBAL AFFAIRS
Office of International Safety and Security

Group Travel Petition for Risk Designated Location(s)

OVERVIEW

The International Risk Management Advisory Board (IRMAB) provides oversight for student international travel to locations deemed to be high risk (dga.kennesaw.edu/safetyandsecurity).

Petitions for group student travel to high risk locations should be submitted to globalsafety@kennesaw.edu at least **60 days in advance of travel**. Group petitions are assessed and reviewed by the IRMAB. It is strongly recommended to submit the petition prior to confirming travel and logistical arrangements.

TRIP LEADER INFORMATION

Name: _____ Email: _____

Standing: Faculty/Staff Graduate Student Credit Hours Completed: _____ GPA: _____

College/Department: _____

Intended Activities: Conference Competition Field Work Research Other: _____

ACADEMIC RATIONALE

KSU Course Name and Equivalency (if applicable): _____

Sources of Kennesaw State University funding (if applicable): _____

SPONSORED TRAVEL:

Will participants be enrolled in an overseas university or study program? Y N

Is the travel associated with a sponsoring organization (e.g. field school, NGO, etc.)? Y N

If **yes**, university/sponsoring entity's name: _____

Primary contact at the organization: _____

Is this a conference, internship, study or service opportunity? Y N

Is this travel related to research? Y N

If **yes**:

Topic: _____

Research advisor's name: _____

Research advisor's email: _____

Below please briefly articulate the compelling academic rationale for undertaking this particular study, research or engagement within the particular risk designated country(ies) or location(s). Address academic objectives, how the

experience applies to Kennesaw State degree requirements and why an alternate site(s) would not provide an equivalent academic experience.

PROPOSED TRAVEL

Dates of Travel: _____

Country(ies) of Travel: _____

Itinerary of cities/regions where the group will arrive and depart, as well as reside and visit during travel.

Does the itinerary include travel to any country or regions within the country that the [U.S. Department of State Travel Advisory](#) has assigned a higher cautionary level (e.g. Level 4 – Do not travel; Level 3 – Reconsider travel)?

Y N

If yes, list the location(s) and rationale for travel.

Internal OISS Documentation

On Call International Rating: _____

Specific On Call International area risk levels (3+), if applicable: _____

OFAC Comprehensive Sanctions Y N

Additional Considerations: _____

What specific risk indicators are identified in the U.S. Department of State Travel Advisory?

- C - Crime T - Terrorism U – Civil Unrest H - Health N – Natural Disaster
 E – Time-limited Event K - Kidnapping O – Other

Briefly describe any arrangements in your travel planning that mitigates group’s exposure to identified risk indicators.

Trip Leader’s experience with proposed location

- Home country or permanent residence Traveled previously First time traveling

If you selected “traveled previously”, please provide dates and type of travel conducted prior:

If English is not the official language of the host country(ies), please indicate level of fluency in official language of host country.

- First/native language Prior language studies No familiarity

If you selected “prior language studies,” please provide the highest level of formal language study or highest Kennesaw State course completed/enrolled: _____

TRAVEL LOGISTICS

Accommodations

- Arranged by sponsor (local university, organization or host, etc.) Arranged individually

Intended residences (check all that apply):

- Dormitory House/lodge/site owned by local organization. Hotel/hostel Local house/apartment
 Shared Accommodations (e.g. Airbnb). Homestay with local family Other: _____

Name, address and contact information for group’s intended accommodations in each location.

Transportation

Intended forms of transportation (check all that apply):

- Private transportation arranged by local organization Public transportation (e.g. buses, train, subway)
 Personal/rented vehicle with you as driver Watercraft (e.g. boats, ferries)
 Open air vehicle (e.g. truck bed, motorcycle) Taxis

If the U.S. Department of State country information for your destination provides specific cautionary advice related to using or avoiding certain forms of travel in the *Safety and Security* or *Travel and Transportation* sections, please describe precautionary measures that adhere to the advice.

PERSONAL CONTINUITY AND EMERGENCY PLANNING

Communications

How can Kennesaw State contact the group in-country in the event of an emergency (personal cell, rented cell, etc.)?

Contact Person: _____ Type: _____ Number: _____

Other forms of communication to be utilized while abroad:

- WhatsApp Number: _____
 WeChat Number: _____
 Skype Name: _____
 Other Specify: _____

Does the group plan to travel to remote locations where you may not have cellular or wifi access? Y N

Provide a local, in-country emergency contact as an additional point of contact in your intended destination.

Name: _____ Email: _____ Phone: _____

Does this individual speak English? Y N *If no, primary language:* _____

Consular and Emergency Assistance

List the location(s) and contact information of your country's embassy and/or consulate nearest the location(s) where you will be traveling.

Local equivalent of 911 in the destination country(ies): _____

Note that there may be multiple numbers for different emergency services. It is also encouraged to be aware if first responders to these numbers speak English.

Emergency Action Plan

If you are partnering with a university, NGO or other organization, please request a copy of their emergency or evacuation plan if they have one and attach it to this petition. Otherwise, please complete this **Emergency Action Plan** subsection.

Provide an emergency action plan for the group's time abroad. Please consider the following scenarios in your contingency planning:

- a) A crisis prompts an advisory to shelter in place. Consider capacity of intended accommodations to provide access to potable water, food and electricity for 2 or more days (e.g. is there a kitchen, assured access to potable water, or a generator).
- b) A crisis prompts an alert to temporarily depart the area. Please identify an alternate location in the country/region for temporary shelter. List any location(s) along with the address and contact details of the facility.
- c) An elevation of a crisis in-country necessitates travel to be canceled prior to departure or prompts an evacuation. Describe your continuity plan to complete academic work, maintain access to research and if relevant, receive academic credit.

Health and Medical

Are there any [CDC Travel Health Notices](#) for the country(ies)? Y N

If yes, please provide link(s) and personal mitigation strategies.

Has the trip leader or sponsoring organization identified the nearest hospital or clinic? Y N

List name and address of facility(ies):

Is it within 50-miles or 1-hour drive of the cited itinerary locations? Y N

Internal OISS Documentation

On Call International Medical Rating: _____

CISI providers (if any) identified based on itinerary provided:

24/7 Emergency Care available. Y N

Preferred provider available Y N

Additional Notes (if applicable):

OISS RECOMMENDATIONS

OISS stipulations for travel based on proposal:

Travel registration requirements

Geographic restrictions or recommendations

Communication requirements

Safety check-in protocol

Transportation and movement safety requirements or recommendations

Lodging requirements or recommendations

Other/Additional (if applicable)

TRIP LEADER ACKNOWLEDGMENTS

- I acknowledge that the proposed travel requires the group to register their travel with the Office of International Safety & Security and with On Call International, as well as enroll in the university's CISI student supplemental international insurance policy. (dga.kennesaw.edu/safetyandsecurity)
- Travelers should enroll in the Department of State [Smart Traveler Enrollment Program \(STEP\)](#)
- Travelers are advised to have a Travel Medical Consultation at [Student Health Services](#) or a travel clinic prior to travel.
- I acknowledge the following **International Risk Management Advisory Board Waiver and Release:**

I understand there is an active risk designation for the country(ies) of my proposed travel. I have reviewed the health, safety and security information for the country provided by the U.S. Department of State Travel Advisory and Centers for Disease Control and Prevention (CDC). I recognize the inherent risk of traveling to this country(ies). Despite the safety concerns identified in the active risk designation, I have decided to seek admission to travel to the country(ies) identified in this petition.

I understand that IRMAB approval may require stipulations for travel including, but not limited to: restrictions on authorized locations, including personal travel; accommodation requirements; prohibitions on forms of transportation; curfews. I acknowledge that should the conditions of the risk designation change between now and the travel start date, or during the midst of travel abroad, the IRMAB may alter its stipulations or authorization of student travel to the country(ies) or region(s). Such alterations may include rescinding travel approval at any point, including while abroad. During travel, I agree to promptly respond to any requests for information or status updates from the Office of International Safety & Security and adhere to any additional directives of the IRMAB.

While participation in this travel may fulfill Kennesaw State degree requirements, I acknowledge that my participation is not mandatory. I have decided to travel to the country(ies) identified in this petition with full knowledge of the identified risks. I acknowledge that participation in the proposed travel involves some risks of injury, illness, or loss of personal property. I do release, covenant not to sue, and forever discharge for myself and my heirs, executors, administrators and assigns, Kennesaw State University, the Board of Regents of the University System of Georgia and each of their respective parent, subsidiary, affiliated or related companies and the officers, directors, employees, agents, representatives, successors, assigns and volunteers of each of the foregoing entities (the "Released Parties") from and against any and all liabilities, claims, actions, damages, costs, and expenses of any nature arising out of and/or related to my international experience and associated activities, including but not limited to, all attorneys' fees and costs of court. I understand that this release includes any claim based on the negligence, act, or omission of the Released Parties.

I understand that should I violate any laws or regulations of any country visited as a part of my participation in this proposed travel, the above listed entities may not be held liable for such conduct. I further understand that if I should confront a legal problem, Kennesaw State University cannot officially represent me or my legal interests in dealing with a foreign legal system, nor can it assume any direct responsibility for the actions of a foreign government.

I understand that this Waiver and Release means that, among other things, I am giving up my right to sue Kennesaw State for any such losses, damages, or injuries I may incur by virtue of my proposed travel.

I have read this Waiver and Release in its entirety. I fully understand it and agree to be legally bound by it.

Trip Leader Name (Print): _____

Trip Leader Signature: _____ Date: _____

DEPARTMENTAL APPROVAL

Department Chair/Dean/Unit Head Name (Print): _____

Department Chair/Dean/Unit Head Signature: _____ Date: _____