

# TRAVEL ADVISORY POLICY EXCEPTION REQUEST FORM

Individual students planning to study or travel abroad for University sponsored studies or academic credit must register plans with the Center for International Education Abroad (CIEA). Truman State University does not permit travel to a country, or region within a country, under a U.S. Department of State Travel Advisory Level 4 or CDC Travel Notice Level 3. Additionally, travel will only be allowed to a country, or region within a country, under a U.S. Department of State Travel Advisory Level 3 when a formal appeal has been submitted by the student and approved by CIEA. Students who wish to travel to a country or region under a U.S Department of State (DOS) Travel Advisory Level Three must complete this form and obtain advance written permission from CIEA.

Requests will be reviewed by the CIEA office. Submission of this form initiates office review.

## Criteria for Evaluating an Appeal

CIEA will evaluate the appeal based upon the following criteria:

- Does the appeal adequately demonstrate how the risk factors will be mitigated?
- Does the on-site program partner attest to the safety of the program?
- Are there mitigating factors to consider that sufficiently mitigate the risk?
- Does the appeal demonstrate a carefully thought out plan?

**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.

Email the complete request (Exception Request form and supporting documents) to [studyabroad@truman.edu](mailto:studyabroad@truman.edu)

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## APPLICANT INFORMATION

**Date submitted:**

**Name of individual submitting request:**

**Banner ID:**

**Degree program and major:**

**Email address:**

**Requested travel advisory exception destination(s):**

**Requested dates of travel**

**Title of Activity/ Program:**

**Program start date:**

**Program end date:**

Travel to region under advisory/warning start date:

Travel to region under advisory/warning end date:

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Please attach the following materials to this request form:

- Program Overview or Syllabus.** 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.
  - Letter of appeal which addresses the following (please be thorough in your response):**
    - What academic reasons are there for studying in this specific location? Will the program count as credit towards a major/minor or toward meeting a general requirement for your degree?
    - What alternative sites were considered and why will they not meet academic needs?
    - How do you anticipate your course of study being impacted by the threat(s) to health, safety, or security addressed by the travel warning(s) and what precautions will you (and your program host) take to avoid these dangers? (Please provide documents that address protocols for safety, security, emergency, and evacuation used by the program host organization).
    - Describe your housing and your plans for travel and transportation during the program.
  - Letter of endorsement from department chair/divisional director.** The letter must indicate that you are in good academic standing and explain the academic fit or need of the activity. It must also certify the academic value of the program.
  - Letter of admission from the program/activity sponsor or a letter of support from on-site partners.** The letter demonstrates your relationship with on-site contacts and attests to the safety of the program and their support of your travel to participate in that program. In addition to the letter, please provide specific contact information for any host/program/activity sponsor(s).
  - 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.
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