

International Travel Policy Loyola University Chicago

The number of Loyola students, faculty and staff travelling overseas is increasing and will increase even further with the growth of Loyola's international profile. Members of the Loyola community travel internationally under various arrangements. These include: study abroad programs; faculty, staff and student immersions; and initiatives organized by Loyola academic departments and administrative units. Other Loyola personnel travel overseas to complete internships and service learning projects, to carry out individual research or as part of a student group initiative. Given this situation, the University has developed policies intended to clarify expectations regarding:

1) Loyola Sponsored Programs

2) Loyola Approved Travel for (a) Student Led Programs; (b) individual travel for reasons directly related to academic or employment at Loyola; and (c) approved third-party provider programs

3) International health and security evacuation insurance

The University supports all such international travel and encourages the prospect of future international activity. And while it does not engage in a review of academic or program content related to international travel, the Office for International Programs (OIP) is charged to assess such programs for health and safety issues so as to offer assistance should an emergency arise outside the country, and to assess the need for correct visa paperwork (if necessary). OIP can fulfill this charge *only* if it is informed about international travel, programs for international travel, and only if it is provided the names of those who travel internationally on behalf of the University.

With that in mind, the following policies apply as indicated to the situations enumerated below. However, these policies *do not* cover:

- travel outside of the US for purposes of vacation, spring break or pleasure.
- Loyola students who travel on their own or as a group with a non-Loyola approved program.
- Loyola students who travel overseas during a leave of absence from Loyola or who are not enrolled during the fall and/or spring semester(s).
- Loyola faculty/staff travel for work outside their employment at Loyola.

Note: When students, faculty or staff are in residence at the John Felice Rome Center or The Beijing Center for Chinese Studies, additional policies may apply as developed specifically for those sites.

A. Loyola Sponsored Programs (Group Travel)

For international travel that is sponsored, organized, facilitated or encouraged by a Loyola University department(s) and/or unit(s), faculty or staff member with the intent to take a group of students, faculty or staff out of the United States for any length of time, the following requirements apply to each program sponsor:

- Trip leader(s) arrange to participate in OIP trip leader training
- Trip leader(s) submit to OIP a participant list, trip itinerary and description

- Trip leader(s) schedule a pre-departure orientation for group with OIP, at which time each participant must submit:

Study abroad application (if applicable)

Copy of visa, if required for the program

Copy of identification (photo) page of participant's passport

Original Illegal Drug Affidavit Form

Loyola Study Abroad Medical Form

Original Risk and Release Form

CISI Health Insurance

Judicial affairs recommendation (students only)

Trip leader check list (only from trip leader)

If a trip includes non-Loyola participants (recent graduates, alumni, friends or family of Loyola or visiting students), they will be required to complete the orientation paperwork and purchase Loyola trip insurance in addition to any existing personal health and travel insurance.

Generally, trip leader training and the pre-departure orientation should be completed no later than 6 weeks prior to departure date.

B. Loyola Approved Travel—Student-led Travel; Individual Travel; and Travel with Affiliated Study Abroad Providers.

(1) Student Led Programs

For international travel that is sponsored, organized, facilitated or encouraged by a **recognized** Loyola student organization or group with the intent to take a group of students, faculty or staff out of the United States for any length of time, each sponsoring group must affiliate itself with OIP to receive approval for the trip. The following additional requirements apply as well for each program sponsor

- Trip leader(s) arrange to participate in OIP trip leader training
- Trip leader(s) submit to OIP a participant list, trip itinerary and brief description
- Trip leader(s) schedule a pre-departure orientation for group with OIP, at which time each participant must submit:

Study abroad application (if applicable)

Copy of visa, if required for the program

Copy of identification (photo) page of participant's passport

Original Illegal Drug Affidavit Form

Loyola Study Abroad Medical Form

Original Risk and Release Form

CISI Health Insurance

Judicial affairs recommendation (students only)

Trip leader check list (only from trip leader)

If a trip includes non-Loyola participants (recent graduates, alumni, friends or family of Loyola or visiting students), they will be required to complete the orientation paperwork and purchase Loyola trip insurance in addition to any existing personal health and travel insurance.

Generally, trip leader training and the pre-departure orientation should be completed no later than 6 weeks prior to departure date.

Note: Individual students or groups of Loyola students traveling with a third-party provider that has not signed an agreement with OIP must identify precautions taken to ensure health and safety while abroad. Since this trip is neither Loyola sponsored nor affiliated with Loyola, it constitutes private travel. Any agreement to award credit by an individual professor for travel abroad with such a third-party provider constitutes approval of *content* only; a student traveling under such circumstances has not been approved by OIP.

(2) Individual Travel

(a) Undergraduate and Graduate Students

Individual travel that is sponsored, organized, encouraged by a Loyola University department(s) and/or unit(s), faculty or staff member with the intent to facilitate a student's international travel for purpose of an internship, service learning, individual research project or other similar endeavor must affiliate with OIP. The following additional requirements apply as well to each sponsoring program:

- submit to OIP a trip itinerary and brief description
- schedule a pre-departure meeting with OIP, at which time participant must supply:

Study abroad application (if applicable)

Copy of visa, if required for the program

Copy of identification (photo) page of participant's passport

Original Illegal Drug Affidavit Form

Loyola Study Abroad Medical Form

Original Risk and Release Form

CISI Health Insurance

Judicial affairs recommendation (undergraduates)

(b) Faculty /Staff Individual Travel

Travel in which an individual is representing Loyola or is engaged in research or teaching activity that is part of his or her employment at Loyola constitutes international travel that is undertaken for purposes of an individual's employment at Loyola. Note, however, that travel affiliated with Loyola employment does *not* include travel for outside consultancies or work engaged on behalf of other institutions or companies, unless such work is performed in conjunction with a Loyola grant.

Dependents accompanying Loyola faculty and staff members on Loyola employment travel, however, will need to seek separate international health coverage through CISI. (This can be obtained through the Office of International Programs).

If your trip outside the US is for university business (ie paid by Loyola) CISI health insurance is required even if your trip is only for a few days. If you are traveling outside the US as the result of an invitation by a third party, it is highly recommended that you purchase the CISI insurance on your own but it is not required if travel is not official Loyola business.

Each participant in such individual travel must submit the following to OIP:

- CISI insurance enrollment information which includes:

Last, First name

Birthdate (mm/dd/yyyy)

Gender

Departure date

Return date

Destination Country (ies)

Status at university: faculty/staff, other

Emergency contacts in US and at destination(s)

(3) Affiliated Study Abroad Providers

At this time, the only third-party providers approved for study abroad at Loyola are IES, SIT and USAC, listed exchange programs, and programs for which OIP has granted approval after a student completes the OIP petition process.

Faculty, staff, students, student groups, departments and other units at Loyola cannot organize travel as a Loyola unit with a third-party provider (i.e., not the University) or enter in to a contractual agreement with an outside vendor (travel agencies, tour operators, other universities, charitable or humanitarian organizations, etc.) without the consultation, review and approval of OIP and the Associate Provost for International Initiatives.

C. Countries on the State Department Travel Warning and OFAC Sanctions Lists

Loyola will not sponsor, organize, facilitate or encourage *programs for undergraduate students* to countries for which the U.S. State Department has issued a travel warning. Graduate students, faculty and staff travelling individually should be aware of the risks involved in travelling to a “travel warning” country as well as other parts of the world in which political/social instability can increase risks for international travelers. For a full list of travel warning countries please go to www.travel.state.gov and click on “Travel Warning.”

Loyola also will not sponsor, organize, facilitate or encourage *programs for undergraduate students* to countries for which the U.S. State Department of Treasury (Office of Foreign Assets Control) has imposed sanctions. For a list of sanctioned countries please go to: (<http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml>). Graduate students, faculty and staff who desire to travel to these countries should consult OIP as they may not be covered by the travel insurance program. Please note that travel to Cuba is also severely restricted for U.S. citizens and requires advanced planning.

An *individual undergraduate student* seeking to travel to a country for which the State Department or OFAC has issued a warning or restriction must seek authorization from OIP. Individual authorization may be granted depending upon an OIP analysis of current conditions in the country and may carry specific restrictions.

Note: OIP reserves the right to cancel or withhold approval for undergraduate travel to countries in which hostilities have erupted or in which a man-made or national disaster, epidemic/pandemic or other facts have compromised the safety of Loyola students overseas. Loyola also reserves the right to rescind an undergraduate student's approval or to cancel a program in the event a travel warning is issued before or during the course of a program.

D. CISI International Health and Security Evacuation Insurance

CISI Insurance—which includes health, medical evacuation, repatriation of remains and security evacuation services—must be purchased by all students engaged in travel that is covered by this International Travel Policy. CISI Insurance also must be purchased by faculty/staff who undertake Loyola travel as described in Section (2)(b) of this Policy. International travel insurance provides coverage in the event of a health or security emergency abroad; these are not typically covered by domestic insurance policies. (See appendix A for details).