Exemption Request for Travel

For Travel to Countries under U.S. Department of State Travel Warning or Center for Disease Control Warning Level 3

Any university-sponsored program, group, or individual planning to travel to a location under U.S. Department of State Travel Warning or Center for Disease Control Warning Level 3 must complete this form & submit it to The Office for Global Engagement no later than one month prior to departure. Please submit all exemption requests to veronica.caballero@uvu.edu.

GROUP TRAVEL (travel that involves a UVU employee and at least one student)

Program or Group: _____________________________________________________________
Faculty/Staff Program Director: ________________________________________________
Title: ___________________________ UVID: ___________________________
Department & School/College: _________________________________________________
Email: ___________________________ Phone: _________________________________
International Host Program (if applicable): _________________________________
City, Country: ____________________________________________________________
Dates: ________________ to ________________  Number of students: ____________
Is this a credit-bearing experience? Yes or No

INDIVIDUAL TRAVEL

Name: ____________________________ Position: (Student/Faculty/Staff) ____________
If faculty/staff provide the following:
   Title: ___________________________
   Department & School/College: _____________________________________________
   UVID: __________________________ Email: _________________________________
   Telephone: ______________________ Major (if applicable): ______________________
   International Host Program (if applicable): _________________________________
   City, Country: __________________________________________________________
   Dates: ________________ to ________________ Is this a credit-bearing experience? Yes or No
   Purpose: Internship, Direct Enrollment, conference, other: _____________________
   Internship Coordinator (if applicable): ______________________________________
   Academic Advisor (if applicable): __________________________________________

On an additional sheet, please explain the following:
   - The need to travel to the desired country.
   - The proposed activities to be conducted.
   - How the proposed travel will be funded.
   - The factors which mitigate the risks involved in the travel.
NOTE:

If an exemption is granted for **group travel**, the following requirements must be completed prior to departure:

- The faculty/staff must submit the International Group Travel Registration Form
- All students must submit an international programs application OR the Student Travel Abroad Registration form (if application processing is NOT handled by GEO)
- All travelers must be enrolled in HTH international travel medical insurance
- All travelers must complete the online pre-departure training & in-person orientation (orientation required for students only).
- All travelers must sign the Assumption of Risk & Release form & the High Risk Travel waiver
- All travelers must complete Export Control

If an exemption is granted for **individual student travel**:

- Submit the Student Travel Abroad Registration form
- Enroll in HTH international travel medical insurance
- Complete the online pre-departure training & in-person cultural orientation
- Sign the Assumption of Risk & Release form & High Risk Travel waiver
- Complete Export Control

If an exemption if granted for **individual faculty/staff travel**:

- Enroll in HTH international travel medical insurance
- Sign the Assumption of Risk & Release form & High Risk Travel waiver
- Complete Export Control