

Restricted Regions Travel Petition – Students

In general, Medical University of South Carolina (MUSC) students may not travel to Restricted Regions for academic, professional or other purposes unless they have petitioned and received an exception and approval through MUSC’s International Travel Oversight Committee (ITOC). Restricted Regions apply to countries that are either under a U.S. State Department travel warning or International SOS has rated a country as “High Risk” or “Extremely High Risk.” Please note that requesting an exception and submitting the appropriate documentation for ITOC’s review does not guarantee travel approval. The ITOC strongly recommends that no travel arrangements be made until the MUSC student has received the ITOC’s final written approval to travel to the designated Restricted Region.

1. Student Details

Student name

MUSC ID

College

Academic Entry Year

Email

Phone

Travelers will be notified of the ITOC’s decision by email. If you would also like your MUSC **Faculty Advisor** to be notified, provide his or her name and email:

2. Description of Travel

Purpose of travel

Proposed dates of travel

Location (Include all countries & cities)

Are you receiving academic credit in connection with this travel? If yes, what kind:

If other, explain: _____

Are you receiving MUSC funding for this travel? If yes, what kind:

If other, explain: _____

3. Required Academic Endorsement

By signing below, the student’s project Faculty Advisor certify that the proposed travel is **academically important** and that the student is prepared to reasonably mitigate the accompanying risks.

Signature of Faculty Advisor

Department/College

Date

Print name of Faculty Advisor

Email/Phone

Optional: The box below is provided for the **Faculty Advisor** to leave any comments for the ITOC to consider when reviewing this request. Comments may also be sent via email to the ITOC at itoc@musc.edu

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4. Pre-Departure Safety Awareness

A. U.S. Department of State Travel Warning or Alert

All MUSC travelers should read the full content of the most current U.S. Department of State Travel Warning or Alert for their destination. See <http://www.travel.state.gov/> to access the latest Travel Warning or Alert.

- Yes, I have read and attached the most current U.S. Department of State Travel Warning or Alert for my proposed destination(s).

B. International SOS Online Travel Advice

It is an ITOC **REQUIREMENT** that all Restricted Regions travelers read the destination-specific travel advice that International SOS provides for the locations proposed in this request. To access the online content, go to <http://www.internationalsos.com> and enter the MUSC Member ID: **11BCAS084634**. Use the drop-down menu on the left to select the country to which you will be traveling. There are several tabs with country-specific information: Overview, Security, Medical, Travel, and City.

- Yes, I have read and attached the International SOS online travel advice for my proposed destination (s).

To print a report for the ITOC:

1. In the Overview section, choose "Print" at the top right of page.
2. Select the destination country.
3. Select your destination city. If city is not listed, disregard.
4. Check the following boxes:

a) Overview	<input checked="" type="checkbox"/>	Overview
b) Security	<input checked="" type="checkbox"/>	Security Advice
	<input checked="" type="checkbox"/>	Summary
	<input checked="" type="checkbox"/>	Personal Risk
	<input checked="" type="checkbox"/>	Country Stability
c) City	<input checked="" type="checkbox"/>	Security Advice
	<input checked="" type="checkbox"/>	Security Guide

C. How to Contact International SOS

MUSC provides all students, faculty and staff traveling internationally on MUSC-sponsored activities/programs with International SOS, an international emergency assistance service. **This is not health insurance.** Rather, it is a global 24-hour support that can provide assistance in the event of a medical or security emergency. The International SOS smartphone app can be downloaded at <http://www.internationalsos.com/en/membership-app.htm>. If you find yourself in need of immediate assistance while abroad, contact International SOS anytime 24/7 at **1-215-942-8226** (main line) or **1-215-942-8478** (dedicated scholastic hotline).

- Yes, I have read and understand how to contact International SOS.

D. International SOS Travel Registration – "Add Trip"

It is an MUSC **REQUIREMENT** that all MUSC students, faculty and staff traveling abroad register their travel details with International SOS, MUSC's emergency assistance provider, prior to travel.

- Yes, I will register my travel with International SOS. I understand that if approved, the ITOC may withdraw my approval if I do not register.

E. Smart Traveler Enrollment Program (STEP)

All MUSC travelers should register their travel with U.S. Department of State using the Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step/>. STEP allows you to enter information about your upcoming trip abroad so that the U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

- N/A. I am not a U.S. citizen; however, I will follow the guidance provided by my country of citizenship.
- Yes, I will enroll in the Smart Traveler Enrollment Program (STEP).

5. Student Letter to the ITOC

All students traveling to Restricted Regions are required to include a letter with their request form. **Your student letter to the ITOC must address ALL points in both sections below. If a point is not applicable, please state why not. The letter should not exceed 1-2 single-spaced pages.**

- Explain the academic purpose and goals of the travel.
- Provide compelling academic reason why this travel must take place at the location, despite current risks.
- Address any alternative opportunities available and why they were not chosen.
- Explain how this travel will advance academic goals, impact coursework at MUSC, and aid in the pursuit of degree. Clearly state if academic credit will be awarded.
- Describe relevant coursework that has prepared you for the travel.

6. Letter of Support

All students traveling to restricted locations are required to obtain a Letter of Support written by a MUSC faculty member, which should:

- Explain the academic purpose and goals of the travel.
- Provide a compelling academic reason why travel must take place at the location, despite the current risk.
- Explain why these academic objectives cannot be achieved elsewhere.

This letter does not need to endorse the safety of the location, but should make a compelling and detailed argument in support of the academic value of the program and the academic rationale for operating at the proposed location, despite the current risk.

7. Voluntary Participation in Travel

No Medical University of South Carolina student, faculty, or staff can be required to travel to a Restricted Region. Any participation in travel to a Restricted Region is strictly voluntary, and the traveler assumes full responsibility for all risks associated with this travel.

8. ITOC Right to Withdraw Approval

In the event of approval, the University retains the right to withdraw approval and/or require return to the U.S. This may occur if there is a change in the proposed itinerary or the health/safety/security climate of the region of interest.

9. Penalties for ITOC Travel Policy Violation

MUSC reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the MUSC Travel Policy to Restricted Regions.

10. Student Signature

By signing/typing my name below, I (the student):

- Certify that the information provided in this request form is true and correct to the best of my knowledge.
- Confirm that I have read and understood the U.S. Department of State Travel Warning or Alert for this location, the International SOS destination-specific travel advice, and the MUSC High Risk Travel Waiver.
- Acknowledge the risks associated with the proposed travel.
- Confirm that any travel to a Restricted Region is strictly voluntary.
- Acknowledge that in the event of approval, the University retains the right to withdraw the exception and/or require return to the U.S.
- **Acknowledge that in the event of denial, the International Travel Oversight Committee decision to deny travel is final.**

Signature of traveler

Date

Print name of traveler

Submit all paperwork to the International Travel Oversight Committee: itoc@musc.edu