

Individual Student Restricted Regions Travel Request (FOR ONE-TIME TRAVEL)

For questions regarding Restricted Regions travel, email global@utsa.edu

[Click here for travel request deadlines](#)

It is UTSA's policy that students may not travel to Restricted Regions for either academic, professional, or other purposes. The International Oversight Committee (IOC) may grant exceptions to this rule on a case-by-case basis. Requesting an exception and submitting the appropriate documentation for the IOC's review does not guarantee travel approval. The IOC strongly recommends that no travel arrangements be made until the student has received the IOC's final written approval to travel to the designated Restricted Region.

Please use Adobe Reader to fill out the request form. Students are responsible for obtaining the appropriate signatures on their own.

Student Details

Fill out all fields.

Student Name abc123

Department/College Classification

Email Phone

Description of Travel

Fill out all fields.

Proposed Locations (Cities and Countries)

Purpose of Travel (E.g., Research, Conference, Study Abroad) Proposed Travel Dates

*Travel dates must be included for final submission.

*If your trip will include sea vessel travel, additional information will be required.

(Sea vessels are not restricted nor a Restricted Region. Sea vessel travel affects insurance coverage. On Call International does not take effect until a traveler is on land in a country of coverage.)

[Restricted Regions List](#). What is the category of restriction for your proposed travel?

☐

Extreme

☐

High

☐

Moderate

☐

Low/Variable

Does this trip include sea vessel travel?

Have you discussed this program with your academic advisor/GRA?

Are you receiving academic credit in connection with this travel?

Are you traveling as part of a UTSA Study Abroad Program?

I am aware all student travel must process through the UTSA Study Abroad Office.

I have contacted the UTSA Study Abroad Office. If no, please explain:

Student Restricted Regions Travel Request

Emergency Contact Information

Fill out all fields.

**Provide all phone numbers with the country code (e.g., a Mexico City phone number would read 011-52-55-5080-2000).*

Do not use a study abroad advisor as your UTSA emergency contact. Your UTSA contact must be from your department.

A. Traveler's Contact Information Abroad

Name as it appears on passport

Cell phone where you can be reached at abroad

Landline phone in use while abroad

Satellite phone for areas with poor infrastructure

Include any additional personal contact information (E.g., Facebook account, Skype name, Twitter/Instagram handle, etc.) UTSA respects your privacy and will only access your social media sites in the event of an emergency.

B. U.S. Emergency Contact

Contact Name

Relationship

Email

Cell Phone

Address

Work Phone

C. Local (In Destination Country) Emergency Contact

Contact Name

Relationship

Email

Cell Phone

Address

Work Phone

D. UTSA Department/College emergency contact

Contact Name and Title

Department/Unit

Email

Phone

Secondary Contact

Phone

Student Restricted Regions Travel Request

Pre-Departure Safety and Security

Check the appropriate
box in each section.

A. U.S. DEPARTMENT OF STATE

Smart Traveler Enrollment Program (STEP)

Register your travel with the 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.

- ☐ Yes, I will enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP).
- ☐ No, I am not a U.S. citizen; but I will follow the guidance provided by my country of citizenship.

B. ON CALL INTERNATIONAL

How to Contact On Call International

The University of Texas System provides all students, faculty, and staff traveling internationally on UT-sponsored activities/programs with overseas insurance. The overseas insurance package includes membership with On Call International, an international emergency assistance provider. If you need medical or security-related advice or assistance at any time while abroad, contact On Call International from US or Canada at 1-833-328-1091; From anywhere else in the world call 1-978-651-9722, or call UTPD at 1-210-458-4242. Depending on the nature and severity of your situation, On Call can pay for your medical care and/or other services, or you may need to pay yourself and file a claim for reimbursement. Questions about overseas insurance and filing a claim should be directed to On Call.

For more information on On Call and overseas insurance: www.myoncallportal.com

Download the OnSolve smartphone app: [Apple Store](#) | [Google Play Store](#)

UT System Group ID: 100143CPPD21

- ☐ Yes, I understand how to contact On Call International

On Call International Individual Travel Security Briefing

Students proposing travel to a Restricted Region(s) must participate in a one-on-one discussion with an On Call security expert to review the proposed itinerary and travel plans and to obtain personalized safety/security guidance.

1. Call On Call at 1-833-328-1091
2. Identify yourself as a UTSA student (Group ID 100143CPPD21).
3. Ask to speak to a security expert to discuss travel advice for your destination. Be prepared to take notes.
4. Review your travel itinerary, and discuss safety/security guidance and any other travel advice.
5. Take notes to include in the security briefing section of this packet.
6. Ask for an On Call Case # and the security expert's name.

- ☐ Yes, I have discussed my itinerary and travel plans with an On Call security expert. I understand that the IOC will receive a report of the call.

On Call Case Number

Name of On Call Security Expert

Student Restricted Regions Travel Request

Pre-Departure Safety and Security

Answer each of the following questions. If more space is needed, use the additional text box provided after the "Required Attachments" section or attach a Word Document.

Safety Preparedness Questions

After your conversation with the On Call expert, answer the following questions to explain how you will mitigate safety risks in your travel destination.

1. What is your level of familiarity with the proposed destination? (E.g., professional networks, family connections, language proficiency, etc.)

2. What are relevant experiences that have prepared you for this travel?

3. Give a detailed summary of your discussion with On Call. What health or safety risks were identified? How were you advised to mitigate those risks? What specific steps will you take to mitigate the health, safety, and security risks?

4. What is your plan in an emergency or crisis? (Include any on-site organizational or institutional support that you would have.)

Student Restricted Regions Travel Request

Risk Notification Statement

Read all of the following statements and check all boxes.

The University of Texas at San Antonio must review international travel to destinations on the UTSA Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the Restricted Regions list involves certain degrees of risk.

It is important that you UNDERSTAND and CAREFULLY CONSIDER the following risks:

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency flights may be suspended, and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, the University of Texas at San Antonio, and their contracted emergency assistance provider, On Call International, may not be in a position to provide emergency assistance to you.
- Participation in travel to a UTSA Restricted Region has inherent risks, which may include illness, kidnapping, injury, or death. These risks can never be eliminated.
- Risks of travel to your destination may include (but are not limited to) dangers to health and personal safety, including possible death posed by a natural disaster, disease, terrorism, crime, civil unrest, and/or violence.
- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors/risks that are unknown or that have not been brought to your attention by the University of Texas at San Antonio.

☐ Yes, I have read and understand the above statements.

It is HIGHLY RECOMMENDED that you visit & CAREFULLY REVIEW the following websites:

- [UTSA Travel Policy](#) to restricted regions
- [On Call International](#) (Group ID: 100143CPPD21)
- [US Department of State](#) for Travel Warnings, advisories, and consular information sheets for the intended destination
- [US Center for Disease Control and Prevention](#) website for information on health issues and recommended vaccinations for travel to intended destination
- [World Health Organization](#) website for information on disease outbreaks and emergencies

☐ Yes, I have read and understand the above statements.

Voluntary Participation in Travel

Read the following statement and check the box at the end.

No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region.

By checking the box below you are confirming that any participation in travel to a Restricted Region is strictly voluntary, and you assume full responsibility for all risks associated with this travel.

☐ Yes, I have read and understand the above statement.

IOC Right to Withdraw Approval

Read the following statement and check the box at the end.

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, the critical nature of the trip, or the health/safety/security climate of the region of interest.

☐ Yes, I have read and understand the above statement.

Penalties for IOC Travel Policy Violation

Read the following statement and check the box at the end.

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

☐ Yes, I have read and understand the above statement.

Student Restricted Regions Travel Request

Proposed Itinerary and Activities

Answer each of the following questions. If more space is needed, use the additional text box provided after the "Required Attachments" section or attach a Word Document.

1. List physical addresses for your accommodations and where you will be based. Be specific enough for an accurate search on Google Maps and attach map showing, to and from airport, lodging, study/research sites, etc.

Instructions on how to create map of proposed travel (log in using a google account):

<https://www.google.com/maps> → ≡ (menu) → YOUR PLACES → MAPS → CREATE MAP → add drop pins to indicate: lodging, places of work, study/research sites, planned visits; DRAW LINE to and from airport <-> lodging, planned transportation routes.

2. List proposed airlines and flight numbers. (The IOC recommends you do not book travel prior to approval; however, list potential flight information.)

3. Describe how you will travel within the region and day-to-day movement.

4. Describe any field trips or excursions to other locations outside the main area(s) described in #1.

Student Restricted Regions Travel Request

Academic Rationale

Answer each of the following questions. If more space is needed, use the additional text box provided after the "Required Attachments" section or attach a Word Document.

1. What is the academic purpose and goals of the travel? How will this travel impact coursework at UTSA and aid in the pursuit of a degree?

2. What is the compelling academic reason why this travel must take place at the location, despite current risks? What alternative opportunities are available and why were they not chosen?

Required Attachments

In addition to your completed request form above, you must attach **each** of the following to complete your request.

ATTACH THE ON CALL INTERNATIONAL ONLINE TRAVEL ADVICE

You must print and read a country report by following these steps:

1. Visit <https://www.myoncallportal.com/> and enter the UT System Group Login: 100143CPPD21
2. Click "Print/Email Report" from the left side of the page.
3. Select the destination country.
4. Select your destination city. If city is not listed, disregard.
5. Check each of the following boxes:
 - a. Overview ☒ Overview
 - b. Security ☒ Security Advice, Summary, and Personal Risk
 - c. City ☒ Country Stability, Security Advice, and Security Guide
6. Click "Create Report", then print and scan, or print to PDF and attach to your request package

Student Restricted Regions Travel Request

Required Signatures

Signature of Requestor:

Or Signature of Requestor's Parent/Guardian if Requestor is under the age of 18:

Signature

Date

By signing below, the chair of the department in which the student is enrolled certifies that the proposed travel is:

Check appropriate box:

☐ Academically Necessary ☐ Academically Important ☐ Not Academically Necessary or Important

Further, that the student is prepared to reasonably mitigate the accompanying risks.

Department Chair Signature

Print Name

Date

Dean or Delegate Signature

Print Name

Date

The IOC welcomes additional comments from the Chair in the text box below.

The IOC welcomes additional comments from the Dean in the text box below.

Submitting your request

*To be completed by
Vice Provost of Global
Initiatives*

After the Dpt. Chair/Supervisor & Dean have signed above, forward this request to: global@utsa.edu

The request is being submitted to the Office of the Vice Provost for Global Initiatives
Main Building 1.209
University of Texas at San Antonio

If you have any questions call us at (210)458-7211 or email us at global@utsa.edu

REMINDER: All requests MUST be submitted to the Global Initiatives at least 30 days in advance of proposed travel.

IOC Review and Approval

Date of Review: _____

Approval or disapproval by the UTSA Vice Provost for Global Initiatives, based on the recommendation of the IOC:

☐ Approved
☐ Disapproved

Name

Signature

Date