



The University of Texas at Austin International Office

International Travel Request Authorization – Individual

Note: **All travel to countries listed on the UT-Restricted Regions list must be approved by the International Oversight Committee.** Please visit <http://world.utexas.edu/risk/travelpolicy> to view official policy and procedures. Sea vessels are not restricted nor a Restricted Region. Sea vessel travel affects insurance coverage. International SOS coverage does not take effect until a traveler is on land in a country of coverage.

Part I. STUDENT TRAVELER INFORMATION

Name of Student

EID

E-mail

Phone

Student Signature

Date

If you would like for your department to be notified once your travel has been approved, please include a departmental contact name and email below (optional).

Name

Email

☐ Grad. Coordinator ☐ BDP Coord. ☐ Advisor ☐ Scholarship Coord. ☐ Other

Part II. DESCRIPTION OF TRAVEL

Destination(s)/Location(s)

Purpose of Trip

Departure Date

Return Date

☐

Academic Travel

☐

Non-academic Travel

Academic travel is defined as:

- Dissertation Research (research in general)
- Language study for UT academic credit or degree req.
- Internships for UT academic credit or degree requirement
- Field Study
- TAs's / AI's / Research Assistants / Graduate Assistants still enrolled as students and receiving UT academic credit or marks toward degree completion for this study abroad experience.

Non-academic travel is defined as:

- Conference or student organization travel
- Internship unrelated to UT academic requirements/credits, but supported through UT scholarship, grant, salary stipend or coordination support
- TA's / AI's / Research Assistants / Graduate Assistants still in enrolled as students, yet **not receiving** UT academic credit or marks toward degree completion for their study abroad experience.

Part III. REQUIRED ACADEMIC ENDORSEMENT

Name of Department Chair

Signature of Department Chair

Date Signed

Department

E-mail

Work Phone

Mobile Phone

Part IV. EMERGENCY MEDICAL AUTHORIZATION

I, the undersigned, do hereby authorize The University of Texas at Austin and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician.

I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are _____ to _____

I am eighteen years of age or older, have read the above authorization, and confirm that the information contained therein is true and accurate.

(Student Signature)

Date: _____

Part V. RELEASE & INDEMNIFICATION AGREEMENT

Student Name: _____ UT EID: _____

Student Address: _____

City: _____ State: _____ Zip Code: _____

Description of Activity/Trip: _____

Mode(s) of Transportation: _____

Dates of Activity/Trip: FROM _____ TO _____

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Texas at Austin, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Texas at Austin, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Texas at Austin and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature of Student: _____ Date: _____

Signature of Witness: _____ Date: _____

Printed Name of Witness: _____

Part VI. REQUIRED TRAVEL REGISTRATION

In addition to this form, **all students traveling internationally must register** their travel online in the [UT International Travel Registry \(ITR\)](#) using the link provided.

After registering in the ITR, students should either print out or download a .pdf of their confirmation document by using the *Print Your Confirmation Page* button inside the [ITR](#). Students **must include** a printed or .pdf version of their Confirmation of Registration in the ITR when they submit their completed International Travel Request Authorization Form (ITRAF) to the International Office.

HOW TO SUBMIT

When completed, all documents should be submitted to: travelabroad@austin.utexas.edu. Please include your first name, last name, and EID on all document attachments. Example: "JohnSmith_abc123_ITRAFDocs"

Materials may also be submitted to the UT Austin International Office by mail or in-person:

ATTN: ITR/ISR Coordinator

Campus Mail Code: A7000

Physical Address:

2400 Nueces St., Suite B
Austin, TX 78705

Mailing Address:

P.O. Box A
Austin, TX 78713-8901

Fax:

512-232-4363

Submission of all Travel Request Authorization materials to the International Office is an important part of preparing for a safe trip abroad; travel should not begin before UT has officially granted approval.

Student Checklist for Submission:

- ☐ Completed ITRAF Form (Parts I, II, III, IV and V)
- ☐ UT International Travel Registry Confirmation (Part VI)

Important Notes:

1. You will receive confirmation of your authorization for travel via email once you have been cleared.
2. Estimated processing time for this form is **4 to 7 days**. Please plan accordingly.