

TO: Campus Community

FROM: Robert L. McGrath, Provost & Executive Vice President for  
Academic Affairs  
William Arens, Dean of International Academic Programs

DATE: August 6, 2004

RE: INTERNATIONAL TRAVEL POLICY

The Provost's Office has adopted the following policies and procedures to (i) comply with state, federal, and SUNY regulations applicable to overseas travel; (ii) assist members of the university community traveling overseas on sanctioned activities; and (iii) minimize potential complications related to the international experience. These policies and procedures apply to all persons who travel overseas under University auspices.

#### Faculty responsibilities

Faculty or staff members who take students abroad must have the prior written approval of their department chair or program director. Students shall be advised in writing by the department chair or program director to contact the Office of International Academic Programs ("IAP") at least four weeks before the intended departure date. Copies of both communications, with student addresses, shall concurrently be sent to IAP.

Faculty or staff members who take graduate students abroad as part of their education, training, or field research; who advise graduate students to travel abroad, or who supervise graduate students while abroad, must also obtain prior written approval from the appropriate Graduate Program Director ("GPD"). These students shall be advised in writing by the GPD to contact IAP at least four weeks before their intended departure date. Copies of both communications, with student addresses, shall concurrently be sent to IAP.

Faculty or staff members who take students abroad under University auspices shall insure that each student under their supervision provides the forms and documentation listed below to IAP in a timely fashion. Failure to submit the requisite information and materials shall be considered a violation of University policy.

#### Student responsibilities

All students traveling abroad under University sponsorship shall complete and provide to IAP, at least three weeks before departure, the following forms and documentation:

1. Insurance Coverage. All students traveling abroad must be covered by a health insurance policy for the duration of their proposed overseas stay. The policy shall include coverage of illnesses and accidents, with no declination for pre-existing medical problems and medical evacuation and repatriation. If a student is not adequately insured, coverage under the SUNY

International Student and Scholar Health Insurance Plan shall be purchased. Any student requesting a waiver of insurance coverage shall provide a completed waiver form, proof of comparable coverage, including medical evacuation/repatriation, and a copy of the paid insurance enrollment form.

2. Student Health Information. This confidential form requires disclosure of health and/or disability information; grants permission to the University to contact specified person(s) in the event of illness or emergency, and authorizes the provision of medical treatment overseas under emergency conditions.

3. A Physician's Statement, which details any existing medical, physical, or emotional conditions that may require treatment during the period of overseas travel. The examining physician is expressly asked to review and update vaccinations relevant to the overseas location.

4. A Consent to Release Information form, which authorizes the University to contact a student's family members to discuss personal matters, including financial and medical issues, in the event of illness or emergency.

5. An Agreement and Release which includes a waiver of liability and statement of student responsibilities while abroad.

6. An Itinerary Form indicating the dates and each location of travel abroad. This form shall also be completed by each faculty and staff member accompanying students on overseas travel.

Students under the age of 18 years shall provide each document referenced above signed and dated by a parent or guardian. Failure to supply the information required in a timely fashion shall affect student eligibility to participate in the University's international academic programs.

### International Exchange Programs

Graduate students planning an extended visit to an SBU international exchange partner for academic purposes shall contact IAP and pre-register for the appropriate FSY course designator for that semester. On return to campus, these credits will be converted into the equivalent program course section.

### Travel Warnings

Students may not travel to countries or areas where a U.S. Department of State Warning is in effect. University funds may not be used for any purpose in these locations without the prior written approval of the Dean of IAP. Travel warnings for individual countries and announcements for particular regions are available at <http://travel.state.gov/travel/warnings.html>. Health information from the U.S. Centers for Disease Control on specific destinations is available at <http://www.cdc.gov/travel/>.

## Faculty/Staff

University personnel, including postdoctoral fellows, who travel overseas on University business, are strongly encouraged to obtain appropriate health insurance coverage and updated vaccinations, and to complete emergency consent and itinerary forms. At a minimum, faculty and staff are strongly advised to complete and submit the Itinerary Information form available at the IAP website.

## Forms

The forms required for international student travel are recommended for all university personnel and are available on the IAP web page at <http://www.stonybrook.edu/iap> . A copy of the enrollment form for the International Student and Scholar Health Insurance Plan may be obtained through the Student Health Insurance Office located in the Student Health Center (Infirmary).

Please download, complete, and send hard copies of these forms with supporting documentation attached to:

International Academic Programs  
Attn: Jennifer Schlitz  
E5320 Melville Library  
Stony Brook University  
Z= 3390  
e-mail: [Jennifer.Schlitz@stonybrook.edu](mailto:Jennifer.Schlitz@stonybrook.edu)