

EDUCATION ABROAD

International Travel Policy Committee Travel Assessment

A Risk Designated Travel Assessment must be submitted to the International Travel Policy Committee (ITPC) by individual students planning to undertake university supported travel to a country assigned an overall risk rating of 3.5 or greater (<http://go.osu.edu/risktravel>) or has an active U.S. Department of State Travel Advisory Level 3 or 4 (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>).

Assessments should be submitted to International Risk Management: IRM@osu.edu.

- Individual assessments are reviewed by an ITPC subcommittee once per month
- Assessments **should be submitted at least 60 days in advance of travel**. Early submission is encouraged. For travel planned in April, May and June, it is recommended to submit by the end of February
- It is strongly recommended to submit the assessment prior to confirming travel and logistical arrangements

Traveler Details

Name

Ohio State email

Major

☐ Undergraduate ☐ Graduate

Ohio State College or Professional School

Credit hours completed

GPA

Academic Rationale for Travel

Enrollment in overseas university or study program abroad ☐ Yes ☐ No

University/Program Name (if applicable)

Independent research, study, conference, internship or service opportunity ☐ Yes ☐ No

Is your travel associated with a sponsoring organization abroad (e.g. NGO, field school, corporation)?

☐ Yes ☐ No

If yes, provide the name of the sponsoring organization

If yes, provide the name and contact details for a primary contact at the organization

Are you receiving Ohio State academic credit in connection with this travel? ☐ Yes ☐ No

If yes, is it for a specific requirement? ☐ Yes ☐ No

Ohio State course name and code (if applicable)

Is the travel related to a thesis or dissertation?

☐ Thesis

☐ Dissertation

Topic

Academic Rationale for Travel

Relevant resources to be accessed in destination

Primary Ohio State research advisor name

Primary Ohio State research advisor email

Sources of Ohio State funding (if applicable)

Briefly articulate the compelling academic, research or professional training importance of undertaking travel within a particular risk designated country(ies). The rationale should address the academic objectives of the experience, how the experience will apply to your degree requirements at Ohio State and why alternate sites would not provide you with an equivalent academic experience (300 words or less).

Travel and Destination Information

Dates of travel

Country(ies) of travel

Itinerary of cities/regions where you will arrive and depart, reside and visit during travel

Crisis24 Risk Rating for all locations (<http://go.osu.edu/risktravel>)

☐ Tier 3 – Moderate Risk ☐ Tier 4 – High Risk ☐ Tier 5 – Extreme Risk

Does the itinerary include travel to any regions that the U.S. Department of State Travel Advisor has assigned higher cautionary level (e.g. 4 – Do not travel; 3 – Reconsider travel) than the overall country advisory level (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisory.html>)?

☐ Yes ☐ No

List location(s) and rationale for travel

For use by Ohio State Risk Management only

Crisis24 Overall Risk Rating

Specific Crisis24 rating categories (3.5+)

OFAC comprehensive sanctions

☐ Yes

☐ No

Additional Considerations

Travel and Destination Information

What specific Risk Indicators are identified in the U.S. Department of State Travel Advisory (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>) for all locations you will visit?

Crime (C): Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.

Terrorism (T): Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

Civil Unrest (U): Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

Health (H): Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.

Natural Disaster (N): A natural disaster, or its aftermath, poses danger.

Time-limited Event (E): Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.

Kidnapping or Hostage Taking (K): Criminal or terrorist individual groups have threatened to and/or have seized or detained and threatened to kill, injure or continue to detain individuals in order to compel a third party (including a governmental organization) to do or abstain from doing something as a condition of release.

Other (O): There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

Briefly describe arrangements considered in your travel planning that mitigate your exposure to each of the cited risk indicators.

Travel and Destination Information

Is the location your home country or permanent residence?

☐ Yes

☐ No

If no, have you previously traveled to the country(ies)?

☐ Yes

☐ No

Dates and type of travel (e.g. prior study, research, service)

If you have not traveled to the country(ies), have you previously traveled to countries in the same region?

☐ Yes

☐ No

List country, dates and type of travel

If English is not an official language of the host country, do you have proficiency in an official language of the host country? ☐ Yes ☐ No

My language capacity is based on

☐ First/native language

☐ Prior language studies

☐ Highest Ohio State course completed/enrolled

Travel Logistics

Are your accommodations being arranged by

☐ A local university, organization or host

☐ Arranged individually

Do you intend to reside in (check all that apply)

☐ Dormitory

☐ House/lodge/site owned by local organization

☐ Hotel/hostel

☐ Local house or apartment

☐ Shared accommodations (e.g. Airbnb)

☐ Homestay with local family

Travel Logistics

Name, address and contact information for intended accommodations in each location

Intended forms of transportation (check all that apply)

- ☐ Private transportation arranged by local organization
- ☐ Public transportation (e.g. buses, train, subway)
- ☐ Taxis
- ☐ Personal/rented vehicle with you as driver
- ☐ Watercraft (e.g. boats, ferries)
- ☐ Open air vehicle (e.g. truck bed, motorcycle)

Note if the U.S. Department of State country information for your location provides any cautionary advice on using or avoiding certain forms of travel (look under Safety and Security and Travel and Transportation sections). If so describe precautionary measures that adhere to the advice.

Personal Continuity, Emergency and Evacuation Planning

If you are partnering with a university, NGO or other organization, please request a copy of their emergency and evacuation plan if one exists and attach it to this petition. Any plan, whether drafted by the overseas host or in-country support personnel, should be supplemented with the following information:

Communications

How can Ohio State contact you in-country in the event of an emergency (personal cell, rented cell, satellite phone)?

Type

Number

Do you plan to use other forms of communication while abroad?

- ☐ WhatsApp Number
- ☐ WeChat Number
- ☐ Skype Name
- ☐ Other

Communications

Do you plan to travel to remote locations where you may not have cellular or wi-fi access?

☐ Yes ☐ No

Provide a local, in-country emergency contact as an additional point of contact in your intended destination (this is an individual in the country you are traveling to, not a U.S. emergency contact)

Name

Title/Role

Contact number

Email

Does this contact speak English?

☐ Yes

☐ No

If not, what is their primary language?

Emergency Action Plan

For use by Ohio State Risk Management only

- ☐ Education abroad experience is administered directly by a non-Ohio State affiliated organization, university or third party program. The emergency action plan and academic continuity (including completion of credit) is the responsibility of the organization.

Name of organization:

- ☐ Education abroad experience is independently organized. Traveler should complete emergency action plan and academic continuity section below.

In the event a cited risk indicator such as civil unrest, terrorism or a natural disaster in your location prompts and advisory to shelter in place, please describe the capacity of the intended accommodations to provide access to potable water, food and electricity for two or more days (e.g. is there assured access to potable water, a kitchen or generator at the accommodations or will you need to plan to maintain your own supplies?

Emergency Action Plan

In the event a crisis in your location prompts an alert to temporarily depart the area, have you or your sponsoring organization identified an alternate location in the country/region for alternate shelter?

- Students conducting site specific research are encouraged to consider how the structure of their research would be impacted by sudden temporary or long-term inaccessibility to the specific site
- Students on long-term study or research are encouraged to pre-identify potential locations, programs or sites where they may continue their research. At points of evacuation, transfer to an alternate location may be feasible if it is immediately accessible
- List any location(s) with country/city/region and name, address and contact details of facility
- If such an event would lead to curtailment of travel and departure in lieu of relocation, please indicate below

In the event that an elevation of a crisis in-country causes travel to be canceled prior to departure or prompts an evacuation, describe your continuity plan to complete academic work, maintain access to research and if relevant, receive academic credit.

Consular and Emergency Assistance

U.S. citizens: List the location and contact information for the U.S. embassy and/or consulate nearest the locations where you will be traveling.

Non-U.S. citizens: Does your country have an embassy or consulate present in the location?

☐ Yes ☐ No

If yes, list the location and contact information for the embassy and/or consulate nearest the locations where you will be traveling.

Emergency Action Plan

What is the local emergency equivalent to 911 in the country? (You should be aware if English will be recognized by respondents to these numbers)

Health and Medical Assistance

Are there any CDC Travel Health Notices for the country(ies) (<https://wwwnc.cdc.gov/travel/notices>)?

☐ Yes ☐ No

If yes, provide link and personal mitigation strategies.

Have you or the sponsoring organization identified the nearest hospital or clinic to your location? List name and address of facility. ☐ Yes ☐ No

Is the facility within an hour of your primary location? ☐ Yes ☐ No

Medical Resources Based on Itinerary

For use by Ohio State Risk Management only

Travel Stipulations

For use by Ohio State Risk Management only

Student Traveler Agreements

- ☐ I acknowledge that my travel requires me to register in the Ohio State travel registration system and be enrolled in the GeoBlue supplemental travel insurance plan <https://go.osu.edu/registertravelabroad>
- ☐ I will enroll in the Department of State Smart Traveler Enrollment Program (STEP) [U.S. citizens only] <https://step.state.gov/step/>
- ☐ I have been advised to have a Travel Medicine Consultation at the Wilce Student Health Center or a travel clinic <http://www.shs.osu.edu/services/immunizations/travel-consultation/>
- ☐ I will acknowledge and agree to the following International Travel Policy Committee Waiver and Release.

I understand there is an [active Ohio State risk designation](#) for a country(ies) in which the proposed travel will operate. I have reviewed the health, safety and security for the country provided by the U.S Department of State [Travel Advisory](#) and [Center for Disease Control and Prevention](#) (CDC) and I recognize the inherent risk of traveling to this country(ies). Despite the safety concerns identified in the active risk designation, I have decided to seek admission to travel to the country(ies) identified in this travel assessment.

I understand that ITPC approval may require stipulations for travel including but not limited to boundaries on locations of travel, restrictions on personal travel, accommodation requirements, prohibitions on forms of transportation and curfews. I acknowledge that should the conditions of the risk designation change between now and the travel start date, or during the midst of the travel abroad, the ITPC may alter its stipulations or authorization of student travel to the country. Alterations may include rescinding the travel approval at any point, including while abroad. During travel, I agree to promptly respond to any requests for information or status updates from the Ohio State international risk management team and adhere to any additional directives of the ITPC.

While participation in this travel may fulfill requirements for an Ohio State degree, I acknowledge that my participation is not mandatory. I have decided to travel to the country(ies) identified in this travel assessment with full knowledge of the identified risks. I, for myself, my executors, administrators, and assigns, hereby release, indemnify, hold harmless, and forever discharge The Ohio State University and its Board of Trustees, officers, employees, agents, students, programs, and entities (collectively, "Ohio State") from any and all liability for losses, damages, injuries or costs of any kind that may arise out of or be in any way related to my travel, including, but not limited to, those based on negligence.

I understand that this Waiver and Release means that, among other things, I am giving up my right to sue Ohio State for any such losses, damages, or injuries I may incur by virtue of my proposed travel.

I have read this Waiver and Release in its entirety. I fully understand it and agree to be legally bound by it.

Upon completion of the ITPC assessment, the individual student proposing travel will be required to sign an acknowledgment of the release and waiver above.

In addition, the following signatures will be collected:

Academic Advisor Signature

The advisor signature attests to the academic value of the travel. It does not assume the advisor's verification regarding the safety of the specific location.

Ohio State College or School Education Abroad Liaison

The education abroad liaison signature is to verify that an individual student from their College or School is undertaking travel to an Ohio State risk designated region. It also verifies if either a Dean, Department Chair or other leadership needs to review or confirm the travel below. It does not assume the liaison's verification regarding the safety of the specific location.

Additional Signature (if required) (e.g. Dean, Chair)

The signature of the individual above verifies that the appropriate individuals in the College or School are aware an individual student is seeking ITPC authorization to travel to an Ohio State risk designated area for academic or co-curricular purposes related to their degree. It does not assume the individual's verification regarding the safety of the specific location.

International Risk Management

The signature verifies that the travel has been reviewed and authorized by the ITPC.

**The ITPC retains the right to make modifications to the approval, including curtailment of travel before departure or while abroad, based on changes to the health and safety environment in the destination(s).*

