

Students Petitioning to Travel to Countries with U.S. Department of State Level 3 Travel Advisories (“Reconsider Travel”) or CDC Travel Health Notice Level 3 (“Avoid Nonessential Travel”)

In order to complete your International Travel Safety enrollment, if you are traveling to a country for which the Department of State has issued a Travel Advisory “Level 3” or the CDC has issued a Travel Health Notice “Level 3”*, you will be required to complete the steps listed below.

*Please note that this is not referring to the CDC COVID-19 level, but the [Travel Health Notice levels](#).

- Student requests to travel to destinations with Level 3 Travel Advisories or CDC Travel Health Notices will be reviewed by the Vice Provost for Global Engagement with the assistance of the relevant academic unit and the Study Abroad Office.
 - Please note that none of the particular information requested below is intended to exclude UIC students from international learning or research. In other words, the review team will consider holistically the complete packet of information submitted.
 - Students should complete their enrollment well in advance of their travel (typically at least two months in advance). (Please also note that your program may have an earlier deadline than stated above and it is your responsibility to adhere to that deadline).
 - Students should NOT purchase airline tickets or other components for your travel until all materials have been submitted and the Office of Global Engagement approves your request.
 - **Please submit the petition materials in person (UH 502) or by email to sao@uic.edu.**
1. **From the UIC Department/Unit:** The chair of the sponsoring or supporting UIC department or unit (the unit organizing the program, authorizing academic credit related to travel or providing funding) must submit to the Vice Provost for Global Engagement a signed statement explaining the reason(s) for the student or students’ travel to this country despite a Department of State Travel Advisory Level 3 or CDC Travel Health Notice Level 3. The statement must provide the following:
 - a. The full name, rank and years of employment of the UIC program leader(s) or authorizer;
 - b. Academic justification for the student or students’ travel, including the vital or unique learning outcomes anticipated from the program;
 - c. Past collaborations with the host organization(s) and host person(s);
 - d. Experience of UIC faculty or staff program leaders with international travel, particularly to the country and program location; and
 - e. Mode and protocol for normal and emergency communications between and amongst the participants, program leader(s) and the sponsoring UIC department or college and the Study Abroad Office.
 2. **From the Student:** The student must submit an International Travel Safety Plan which includes the following (Sections “a” through “c” as well as the remaining requirements regarding orientation, waiver and insurance enrollment):
 - a. **Program Justification:** Your academic and/or professional justification for requesting approval to travel to a country with a Travel Advisory/Health Notice.

- i. Is the travel mandatory or optional for your development as a student or future professional? Is it part of your degree program or your development as a future professional?
 - ii. If the travel is not mandatory, in what way is this travel essential to your academic and professional development?
 - iii. Can you complete your academic program or development as a professional without traveling to this destination? If not, what is the justification for your travel to this country?
 - b. ***Student's Preparedness for Travel:*** Describe in detail your preparedness to travel in the Travel Advisory/Health Notice country and your preparations for mitigating the known risks of travel in this country. Your description can include the following details and should be tailored to the country's specific travel advisory/health notice:
 - i. Your prior international travel experiences;
 - ii. Your knowledge of the country and its language and culture including any personal experience traveling in the country;
 - iii. Primary manner and mode of transportation while in country;
 - iv. How can you avoid or mitigate the risk(s) outlined in the Travel Advisory/Health Notice?
 - c. ***In-Country Details:***
 - i. List of accommodations during your stay including address and phone number.
 - ii. Address and phone number for nearest U.S. consulate or embassy.
3. **Pre-Departure Orientation:** Completion of a pre-departure orientation overseen by the sponsoring academic unit of the travel you are participating in or from the Study Abroad Office.
4. **Liability Waiver:** Submission of the signed [Special Waiver for Travel to Countries with Increased Risk](#). All persons should be aware that the UIC comprehensive insurance policy does NOT provide for a security evacuation from any country under a U.S. Department of State Level 4 Travel Advisory (Do Not Travel).