International Center

Travel Policy for Students, Faculty and Staff Participating in International Travel

International Travel Procedure:

At Rowan University there are many opportunities for international education and research through organized study-abroad programs, faculty-led educational trips and independent study and research. As our global engagement increases, additional risk is inevitable as activities are affected by war, terrorism, political unrest, natural catastrophes and epidemics worldwide.

Rowan endeavors to balance the value of participation in international educational activities against the potential risk to its students and employees of such participation. In balancing these factors, Rowan relies on information from the U.S. Department of State’s Travel Warnings and other publications and the U.S. Centers for Disease Control’s Travel Notices and other publications. Consequently, Rowan has developed this policy governing educational and other activities, with specific attention given to countries for which the Department of State has issued a Travel Warning and countries for which the Centers for Disease Control has issued a Travel Notice.

ALL FORMS REFERENCED IN THIS DOCUMENT CAN BE ACCESSED AT: www.rowan.edu/home/international-center/international-travel-guidelines

Step 1:

View the current Travel Warnings and Restrictions found on Rowan’s International Center website before making travel arrangements to determine the risk level of your country of destination. For more information about these warnings, go to: State Department Travel Warnings Page at: http://travel.state.gov/content/passports/en/alertswarnings.html

*If your country IS on Rowan’s Level 3 Risk list, Rowan affiliated travel is not permitted.

Step 2:

If your country is listed as a Level 1 or Level 2 Risk, please follow the guidelines below:

I. GUIDELINES AND WAIVERS FOR ALL STUDENTS, FACULTY & STAFF
   • All students, faculty & staff must review and sign the IC General Travel Waiver and submit to the International Center at internationaltravel@rowan.edu
   • In addition, if your country of destination is a Level 2 risk, you must submit your travel request to the International Travel Committee via the International Center. The committee will review
the request and provide travel advisement based on the risk involved. Travel plans cannot proceed until you receive travel advisement from the Committee.

- If you are uncertain how to proceed, please contact Jackie McCafferty, Director, International Center, with any questions at mccafferty@rowan.edu 856-256-4292.

II. ADDITIONAL REQUIREMENTS FOR FACULTY/STAFF TRAVELING WITH STUDENTS

- All faculty and staff traveling with students MUST follow the Study Abroad guidelines for faculty/staff-led travel abroad. For guidelines, please visit http://rowan-sa.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=E2AE3D27-AF3A-7EDF-9423CC7A8ECA614C

- All faculty and staff traveling with students are considered Campus Security Authorities (CSA), and MUST follow the Clery Act guidelines. This includes:
  - Completion of the on-line CSA training found on your banner employee account
  - Completion & submission of the CSA travel form

- Faculty/staff-led travel abroad trips that do not complete the above two requirements, will be considered non-sanctioned Rowan trips and will require an additional non-sanctioned high risk waiver signed by students and their parents.

Once you have completed Step 2 (and, for those traveling to Level 2 Risk countries, after receiving the travel advisement from the International Travel Committee), proceed with Step 3.

Step 3:

All Rowan students, faculty and staff participating in approved Rowan-affiliated international travel must submit their travel itinerary to the International Center at internationaltravel@rowan.edu.

Your itinerary must include:

- Name:
- Affiliation with Rowan (student, faculty, etc.)
- Country visiting:
- Purpose of trip:
- Dates of trip:
- Flight information:
  - Departure from U.S. flight info:
  - Return to U.S. flight info:
  - Any other flight info if applicable:
- Address (es) in destination country (if multiple, please list all addresses)
- Phone number:
- University or other institution you will be visiting:
- Emergency contact phone number in the U.S.:
- Emergency contact phone number in destination country:
- If traveling with others, please list names and affiliation with Rowan: