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**Special Petition to Travel to Restricted Regions**

Saint Louis University reserves the right to cancel or suspend any program of study, research or service taking place abroad at any time if, in its sole discretion, it determines that there is unnecessary risk to participants.

Departments, units or individual students who wish to support or participate in student international travel to a country or region for which the U.S. Department of State (DOS) has issued a Travel Advisory Level 3 or 4 and/or the Centers for Disease Control and Prevention (CDC) have issued a Travel Notice Level 3, or a region which the University deems to present unnecessary risks to one’s safety and welfare, must petition the International Travel Advisory Committee for authorization to travel to such a region for University sponsored studies or academic credit. Departments or units administering programs in a country under a current DOS Travel Advisory Level 3 or 4 or CDC Travel Notice Level 3 and requesting an appeal may complete the Special Petition on behalf of the group or program. Individual students requesting an appeal for independent program participation in a country under a current travel warning must complete the Special Petition individually.

Please note, if you are proposing travel to a country with a DOS Travel Advisory Level 1 or 2, but the specific location to which you are traveling has an Advisory Level 3 (“Reconsider Travel”) or 4 (“Do Not Travel”), you do need to complete the Special Petition to Travel to a Region.

The individual completing the petition must obtain the support of the Vice President of the Sponsoring Division or Dean of his or her respective College or School, prior to submitting the special petition to the Office of International Services for review.

A completed petition and any other requested supporting documents or information must be submitted a minimum of 6 weeks prior to the expected date of travel to allow sufficient time for review.

Completed petitions should be submitted to Rebecca Bahan, in the Office of International Services, rebecca.bahan@slu.edu, Des Peres Hall 102, 314-977-4081.

**Name:**

**Email Address:**

**Phone Number:**

**Destination Country, Region and City:**

**Dates of Proposed Travel:**

**Name of Sponsoring Group/Class (or N/A):**

**Trip Details & Itinerary**

Provide a detailed itinerary of your travel, including: course number (if applicable), trip objective; all travel destinations and related departure/arrival dates; all modes of transportation; and any other information you believe may assist the Committee with their review

**Purpose of Travel**

Describe the purpose for the proposed travel and how it is relevant to academic studies or research at Saint Louis University. Provide compelling reasons for the proposed travel to the region and, in particular, how it will impact the overall study or research plan of the program participants. If a program participant is conducting independent research, please indicate the name of the Saint Louis University faculty advisor.

**Safety and Security Assessment**

Explain the current Department of State Travel Advisory and/or Centers for Disease Control and Prevention Travel Notice for this region, and the underlying reasons for the advisory or notice, including specific health, safety, or security risks involved with your travel. Identify specific steps you will take to mitigate these risks, demonstrating that all known risks have been considered in a thoughtful and deliberate manner.

Please provide a detailed description of the region you intend to visit including, the current political and cultural climate as you understand it. Describe any safety and security concerns you might have, such as: concerns with modes of transportation; security of proposed accommodations; access to local law enforcement or security agencies; access to health care facilities; any special concerns for women travelling in the region; information regarding supervision of the proposed study opportunity and formal program and site orientation; and any other information that you believe is relevant to maintaining your safety and well-being while in the region.

**Communications**

Please provide detailed information on how you will access updated Department of State and Centers for Disease Control and Prevention travel updates and security information while in the region, and how you intend to keep informed of current events which may present an unnecessary risk. Please provide a detailed description of how you intend to stay in communication with the University and others back home, and how the University may contact you should it become aware of a safety or security situation in the region. Provide information as to how you might be contacted in locations you propose to travel, include detailed emergency contact information for each location (e.g. hotel or other housing facility, private residence, personal residence) in which you intend to stay.

I hereby state that the information above is true and accurate to the best of my knowledge.

**Name (printed):**

**Signature: Date:**

**Support of Vice President of the Sponsoring Division or Dean of the Sponsoring College/School:**

**Name (printed):**

**Signature: Date:**

*Please submit the completed form to Rebecca Bahan (Rebecca.bahan@slu.edu, Des Peres Hall 102) with sufficient advance notice (minimum of 6 weeks) to permit effective consultation with the International Travel Advisory Committee.*