Exemption Request for Travel
to Locations on the U.S. Department of State Travel Warning or Alert List

Any university-sponsored program, group or individual, planning to travel to a location on the U.S. Department of State Travel Warning or Alert List will need to complete this form and submit it to the International Travel Oversight Committee at least three weeks prior to departure. Submit to Mary Coburn, Vice President for Student Affairs, mcoburn@admin.fsu.edu.

Program or Group _____________________________________________________________

Faculty/Staff Advisor ________________________________ Title ________________________

Center/Department ______________________ Email ___________________ Telephone _________

Individual Student Name (if an individual travel experiences) _________________________________

Email ________________________________________ Telephone _________________________

Trip Coordinator or designated student leader (if applicable) ________________________________

Email ________________________________________ Telephone _________________________

1. International Host Program (if applicable)_____________________________________

2. City and Country ____________________________________________________________

3. Proposed Dates of international study or experiences____________________________

4. Number of students participating ___________________________________________

5. Faculty/Staff accompanying group (if applicable)______________________________

6. This experience is ___ For-Credit* or ___ Non-Credit

Please also include the following information on an additional sheet:

1. Explanation of the need to travel to the desired country.

2. Explanation of the proposed activity to be conducted in the desired country.

3. Explanation of factors which mitigate the risks involved in the travel.

_____________________________________________________________________________

Committee Approval ___________________ Date ________________________________

Next:

• If an exemption is granted, the students (and in the case of students under 18, his or her parents or guardian) must sign the Acknowledgement of Risk, Verification of Insurance and General Release Form assuming full responsibility for the decision to travel and waiving the Florida State University and all of its related entities of any liability. This will be forwarded with the SIEP.

• Complete the required Student International Experience Plan (SIEP) found at: http://global.fsu.edu/policy.htm and forward, with an approved copy of this request, to internationalexperience@fsu.edu

• * If credit will be earned for this international experience, the student will enroll through International Programs and does not need to complete a SIEP.

6/11/2010