



FAQs for faculty and staff: International Travel Risk Management Policy

International Travel Registry

Q: What is the [International Travel Registry](#) (ITR)?

A: The ITR is a new university-wide online registry for JWU employees and students who travel abroad on university-sponsored programs or activities. It is designed to promote safety and mitigate risk.

Q: Who must use the [International Travel Registry](#) (ITR)?

A: All employees who travel outside the US on university business, or who supervise any university-sponsored programs that include JWU student travel outside the US, must register their travel. This includes faculty and staff leaders of student groups, employees on JWU administrative business (conference travel, site visits, delegations), and any other abroad experience supported by JWU in name or funding. Employees supervising student groups must also ensure that their students register. This includes students in internships, team sports, student group activities, and competitions.

Q: What does it mean to “register travel by proxy”?

A: When you register in the ITR, you can register as a student, faculty or staff traveler, or you can register by proxy. The latter option is for those who complete the registry on behalf of another traveler. This can be done, for example, by a faculty or staff leader on behalf of students, or by a department administrator on behalf of a supervisor, colleague, or group.

Q: What is the relationship between the [International Travel Registry](#) (ITR) and Study Abroad?

A: The ITR is hosted on the JWU Study Abroad website but is separate from Study Abroad: it is designed for all JWU students, faculty, and staff who travel in programs *other* than those sponsored by Study Abroad. Faculty who lead programs sponsored by JWU Study Abroad need not register in the ITR, as their registration (and that of their students) happens automatically through the Study Abroad application process.

Q: How far in advance of travel should I/my students register?

A: Registration should take place as far in advance of travel as possible, and no later than 3 months prior to travel.

Travel to Countries under Travel Warnings

Q: What is a Travel Warning?

A: Issued by the U.S. Department of State, this is a high level of warning against travel to a particular country, due to multiple factors which might include: ongoing or intense crime, violence, natural disaster, civil war or frequent terrorist attacks. Travel Warnings are to be distinguished from Travel Alerts, which are for often less serious short-term events that may impact travel.

Q: How can I find out if my destination is currently under a Travel Warning?

A: A list of current Travel Warnings can be found at <http://travel.state.gov/content/passports/english/alertswarnings.html>.

Q: Can I travel to a country under a Travel Warning?

A: All university-sponsored travel to countries currently under a US Travel Warning must be approved by the Provost, or designee, after recommendation from the International Travel Risk Management Committee. If you'd like to travel to a country under a US Travel Warning, you must first [submit a request](#).

Supervision of Students on International Travel

Q: Under what circumstances may I travel internationally with JWU students?

A: JWU employees may travel internationally with JWU students if the travel is included as part of a university sponsored program or activity.

Q: What additional responsibilities do I have if I travel with JWU students?

A: As a supervising or accompanying faculty or staff leader, you have several additional responsibilities. In addition to registering your own travel in the International Travel Registry (ITR), you must also:

1. Ensure that all participating students register their travel (or are registered by proxy)
2. Ensure that all participating students sign a Participation Agreement
3. Ensure that you and all participating students purchase university approved international health insurance
4. Ensure that you and all participating students obtain the appropriate visas (please be aware that international students may have different visa needs)
5. Retain the signed Participation Agreements and evidence of international health insurance in accordance with the university's [Record Retention Policy](#)
6. Ensure that contact hours for all academic student travel are approved by the Executive Director of JWU Global or designee (contact hours for internships abroad are approved by EECS)
7. Ensure that all participating students take part in a pre-departure orientation program hosted by Study Abroad (or, for internships, by EECS)

International Health & Safety Concerns

Q: What is international health insurance?

A: International health insurance provides medical coverage for the duration of travel, medical and natural disaster evacuation, repatriation of remains, and travel assistance (i.e. lost luggage, passports, etc.). Two insurance plans are available to travelers in the JWU community, dependent on the traveler's status and purpose.

1. For students and faculty/staff leading students: [GeoBlue](#)
2. For JWU employees traveling *without* students: [AIG/Chartis](#)

Q: How do I sign up for these insurance plans?

A: For GeoBlue, go to the [website](#) and follow directions to obtain a quote for an individual plan, then follow directions to obtain coverage. For AIG/Chartis you will need to register [here](#) in order to obtain an ID card. Please plan to sign up for insurance well in advance of travel. If you have trouble signing up for either plan, please contact JWU's [Insurance and Property Risk Manager](#).

Q: Is there a fee attached to these types of insurance?

A: There is a fee attached to GeoBlue insurance, which covers students and faculty/staff leading students. In most cases, the program will be expected to cover these expenses, and department travel budgets should be built accordingly. There is no fee associated with AIG/Chartis as employee travelers are automatically covered. Employees traveling under this insurance plan are asked, however, to register in advance to obtain the appropriate ID card. Registration will also allow access to detailed travel, medical, and security information.

Q: How can I get more information on health and safety resources for travel abroad?

A: You can access health and safety resources [here](#).

Participation Agreement

Q: What is a Participation Agreement?

A: A Participation Agreement is a contractual waiver and release that sets forth the responsibilities and expectations of a participant for the duration of a program. The Participation Agreement is signed by each student traveler or, for those under 18 years of age, by their parent or legal guardian.

Q: What must I do to collect and retain my students' Participation Agreements?

A: The ITR Participation Agreement can be printed out [here](#) and signed in hardcopy. Students should hand their signed agreements to the faculty/staff member leading the program, who in turn must retain the agreements in accordance with the university's [Record Retention Policy](#). Students and faculty/staff who participate in study abroad programs through JWU Study Abroad do not need to do this: the signing and retention of agreements happens electronically as part of the study abroad application process.

Planning Programs

Q: Under what circumstances must I have contact hours approved prior to leading a program or activity abroad?

A: If you are leading an academic program or activity for credit abroad, you must have contact hours approved in advance by the Executive Director of JWU Global.

Q: How do I determine how many contact hours are needed in my program abroad?

A: JWU Study Abroad has developed, together with deans and SAFS, general guidelines on how to determine appropriate contact hours for a variety of different educational programs abroad. The guidelines can be found [here](#).

Q: What other issues should I be aware of in planning a program abroad?

A: Issues to be aware of in planning a program abroad include logistical planning; safety & security; recruitment, enrollment, and training; and pre-departure needs. A more complete list of these issues is available [here](#). The [JWU Study Abroad Program Management team](#) is a university resource for many of these issues, and can be consulted for additional help in planning programs abroad.

Pre-Departure Orientations

Q: What is a Pre-Departure Orientation?

A: Pre-departure Orientation Orientations are designed for students who plan to travel abroad. They impart information on such issues as health, safety and security, crossing cultures, student conduct expectations, money, and communication. They are offered on each campus.

Q: When and how are Pre-Departure Orientations scheduled?

A: Pre-Departure Orientations are offered during each term within the academic year by the JWU Study Abroad Office. These are designed not only for students who travel on JWU Study Abroad programs, but for all students at the university who plan to travel abroad on any university-sponsored activity or program.