

Hobart and William Smith Colleges

Proposal Form for International Travel Involving Students with Staff

Administrative staff seeking to travel abroad with HWS students as part of any international activity funded, credited, or otherwise supported by HWS must submit this form at least 2 months prior to departure (NOTE: **This does not include programs through the Center for Global Education**). The proposal will be reviewed by HWS institutional risk management staff and a decision will be communicated to you via email within approximately 2 weeks of the review.

Note: If a proposal is approved that approval is based on conditions at the time of the risk management review. If a revised Department of State Travel Advisory is issued or safety and security conditions change the proposal will be reevaluated.

Name of Staff Member(s)* _____

HWS Email _____

Country(ies) of Citizenship* _____

Date of Submission _____

***Please include an appendix with the name, status (faculty, staff, student), and citizenship of ALL HWS participants.**

Destination and Dates – List the country(ies) and city(ies) you will visit along with the arrival and departure date(s) for each location.

Background Information

Indicate any previous international travel experience you may have, applicable language proficiency, and any connections you may have to the location(s) you will be visiting.

Description and Purpose of Activity

Describe in detail the type of activity you will engage in and provide an overview of what you are planning to do. What is the purpose of the activity and what is the rationale for choosing this/these location(s)?

Travel Advisory Summary

The US Department of State has established a Travel Advisory system in which countries are assigned to a “risk level” based on an assessment of a variety of risk indicators. Go to the US Department of State Travel Advisory page and review the Advisory for the country(ies) where your proposed activity/program will be based. Indicate the risk level rating(s) below.

[\(https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/\)](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)

Level 1* _____ Level 3 _____

Level 2 _____ Level 4 _____

*If Level 1 does the proposed program include travel to a high risk area where travel is explicitly discouraged (typically labeled as “Do Not Travel To” or “Reconsider Travel To”)?

Yes _____ No _____ If yes, what area(s)? _____

Summarize the main points of the Travel Advisory and explain what you will do to mitigate the risks identified.

Health Risks

Review the Centers for Disease Control (CDC) website for information on your destination(s) (<https://www.cdc.gov/>). Summarize the health risks (immunizations required or recommended, prevalent diseases, water quality, on-site access to health care and quality, etc.) identified for the locations included in your itinerary.

Accommodations and Transportation

Describe the accommodations to be used in each location (homestay, hotel, student residence, apartment, etc.) and the method of transportation to be used for local/intracity and intercity travel, including to and from the airport or other arrival/departure location (train/bus station).

Excursions

Briefly describe any planned excursions outside of your primary destination city(ies)/town(s).

On-site Partners and Support

Provide the name(s) and contact information (including websites) for any on-site partners or host organizations, if applicable. Describe on-site health, safety, and security support resources that are provided by your host or others (ie; on-site orientation, familiarization tour of area, after-hours emergency contacts, evacuation services, etc.) Due to risk management and on-site support considerations, we strongly encourage staff to consider using on-site partners to manage logistics and provide relevant services.

Communication and Emergency Contact Information

Explain how you will communicate with on-site contacts and with HWS staff on-campus, if needed. Provide details on how you may be contacted while abroad.

Insurance Coverage

Please note that if you are receiving any institutional funding or support from HWS for your international activity, you and the students traveling with you are required to purchase an international insurance policy from CISI (<https://www.culturalinsurance.com/>) for the duration of your time abroad. International insurance coverage is strongly recommended for all HWS faculty, staff, and students engaging in an international activity. Center for Global Education staff will assist you with this.

Depending on the circumstances relating to any student travel included in your proposal, vendors and partner organizations utilized for travel or other purposes may be required to provide certificates of insurance that meet the requirements of the Colleges and their insurance carriers. Furthermore, any institutionally sponsored or affiliated travel is conditioned upon the Colleges' ability to maintain sufficient coverage through our insurance carriers.

When completed this form should be submitted (as a Word document or PDF) via email to Kristen Welsh, Dean of Global Education (welsh@hws.edu), for review by HWS risk management staff.

(REV. FEB25)