

The University of Texas at Arlington  
University International Oversight Committee  
**Request to Travel to Restricted Regions for Faculty-Led Programs**

**Instructions:** Please complete all pages of this form and send to the appropriate administrators for signatures, e-signatures are acceptable. Submit all documentation to the International Oversight Committee (IOC) **at least 4 weeks in advance of proposed travel.** Please e-mail all required materials to Jay Horn at the Office of International Education at horn@uta.edu.

---

**Faculty Leader Details**

Name	<input type="text"/>		
Title	<input type="text"/>	Department	<input type="text"/>
UTEID	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

---

**Description of Program & Travel**

Title and Course number(s) of Proposed program	<input type="text"/>
Location (Country and Cities - Be specific)	<input type="text"/>
Exact Dates of Proposed Travel	<input type="text"/>

---

**Required Signatures**

**Faculty Leader Signature** \_\_\_\_\_ Date

**Academic Chair Signature** \_\_\_\_\_ Date

Name	<input type="text"/>		
Department	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

**Dean Signature** \_\_\_\_\_ Date

Name	<input type="text"/>		
Department	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

The University of Texas at Arlington  
University International Oversight Committee  
**Request to Travel to Restricted Regions for Faculty-Led Programs**

---

**Faculty Leader's Emergency Contact Information While Abroad**

*Please provide the appropriate information that UTA and/or outside sources may use to communicate with you in the event of a crisis:*

Traveler name as it appears on Passport

Phone number(s) where traveler can be reached internationally

Proposed Address of all accommodations while abroad

---

**US Emergency Contact Information While Abroad**

*Please provide information for your chosen contact person to use in the event of an emergency or crisis:*

Name

Relation to Traveler

Email

Phone Numbers (cell/work/home)

Physical Address

---

**UTA Departmental Contact**

*Please provide a departmental contact for UTA to work with in the event of a crisis*

Name and Title

Department

Email

Phone Numbers (cell/work/home)

Secondary Contact Person

Phone

---

**Host Institution Contact (if applicable)**

*Please provide contact information for your primary contact at the host institution*

Name and Title

Department

Email

Phone Numbers (cell/work/home)

The University of Texas at Arlington  
University International Oversight Committee  
**Request to Travel to Restricted Regions for Faculty-Led Programs**

---

**ITINERARY**

*Please provide the proposed itinerary of your travel, including all departure/arrival dates, airline flight #'s, location and modes of transportation. Tickets do not have to be purchased prior to IOC approval.*

The University of Texas at Arlington  
University International Oversight Committee  
**Request to Travel to Restricted Regions for Faculty-Led Programs**

---

**Explanation of Travel**

In the space provided below, please include a statement clearly describing the following:

1. The purpose of proposed travel
2. Why this travel must take place in the proposed location
3. Why you cannot engage in either a similar/alternate program in a different location

The University of Texas at Arlington  
University International Oversight Committee  
**Request to Travel to Restricted Regions for Faculty-Led Programs**

---

**Safety and Security Assessment**

1. On Call International is UT System's international emergency assistance provider. The website is <https://myoncallportal.com>; enter the Group ID 100143CPPD21 to access the country-specific medical and safety information that this site provides. According to On Call, what is the country risk level as noted on the Country Risk Report?

- Minimal     Low     Medium     High     Critical

2. The US State Department website is [www.travel.state.gov](http://www.travel.state.gov) and lists country-specific Travel Warnings and Alerts for US citizens. The Center for Disease Control and Prevention website is [www.cdc.gov](http://www.cdc.gov). With regard to current State Department Travel Warnings and/or CDC travel warnings, please provide your own health/safety/security assessment of the proposed location, and what risks might you encounter while traveling?

3. Describe your level of familiarity with the proposed international location.

4. What specific steps will you take to mitigate these health/safety/security risks. Please be as specific as possible.

5. How will you inform students of the risks involved with travel to the proposed location? What information will you provide, and how will you educate the students on mitigating risk?