The OGE Risk Management Advisory Committee consists of 10 voting members and 1 non-voting member, as follows:

- Associate Provost for Global Engagement (Chair)
- OGE Director of Global Education / Lead Member of OGE Emergency Response Team
- OGE Director of International Finance
- 1 current or former UGA Study Away Program Director
- Director of Clinical Services, Counseling and Psychiatric Services
- Director of Administrative Services and Communications, University Housing
- Director of Medical Services
- Director of International Student Life, Student Affairs
- Emergency Operations Manager, Office of Security and Emergency Preparedness
- Sr. Executive Director for Marketing & Communications
- Assistant General Counsel, Office of Legal Affairs (non-voting)


The OGE Risk Management Advisory Committee reviews Travel Authorization requests by sponsoring academic units or individual students, faculty and staff seeking to participate in educational activities in countries/areas under either a U.S. Department of State Travel Advisory Level 3 or 4 or a CDC Warning Level 3.

U.S. Department of State Travel Advisory Levels are defined as follows:

**Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Departments of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

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1 These definitions are current as of the date of this policy. Should the U.S. Department of State modify its Travel Advisory definitions, those definitions shall be incorporated into this Policy and replace previous definitions.
Level 3 - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Varying Levels

We issue an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, we may advise U.S. citizens to “Exercise Increased Caution” (Level 2) in a country, but to “Reconsider Travel” (Level 3) to a particular area within the country.

The CDC Levels are defined as follows:

Warning Level 3 (Red): Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

Alert Level 2 (Yellow): Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population.

Watch Level 1 (Green): Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate mosquito avoidance.

Current list of Warnings:
wwwnc.cdc.gov/travel/notices

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2 These definitions are current as of the date of this policy. Should the CDC modify its Travel Advisory definitions, those definitions shall be incorporated into this Policy and replace previous definitions.
International Travel by University Faculty and Staff

UGA travelers to international destinations are required to register their travel itineraries for risk management and export control purposes when submitting their Travel Authorization Requests. A Travel Authorization must be submitted, even if a UGA account is not paying for the trip.

In all cases where travel is permitted to a country/area under either a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3, a Travel Authorization and Travel Registration must be submitted prior to travel. To allow processing of an international Travel Authorization, travelers or their UGA designees need to complete the short registration process online: studyaway.uga.edu/international-travel-authority/

Those traveling to countries under a U.S. Department of State Travel Advisory Level 1 and 2, but contain Level 3 or Level 4 areas are subject to the same requirements those traveling to countries of Reconsider Travel (Level 3) or Do Not Travel (Level 4), if they intend to travel to those areas of heightened risk.

In the event that travel is approved and the travel advisory later changes to either a U.S. Department of State Travel Advisory Level 3 or 4 or a CDC Warning Level 3, previous approvals for travel will be rescinded. In that event, a petition must be submitted and approved before travel may take place.

When USG or UGA restricts international travel on university business to “essential” travel only, department chair must deem faculty/staff travel as “essential” when approving their Travel Authorization.

UGA faculty/staff are encouraged to enter their personal international travel in the OGE Travel Registry: studyaway.uga.edu/international-travel-authority/

International Travel by Undergraduate Students on University of Georgia Programs

Undergraduate students are in general prohibited from traveling as part of any UGA recommended or facilitated activity to a country/area that is currently under either a U.S. Department of State Travel Advisory Level 3 or 4, a CDC Warning Level 3, or both.

Proposals for new UGA study abroad programs will not be accepted for destinations under a U.S. Department of State Level 3 or Level 4 Travel Advisory or a CDC Warning Level 3.

If a destination is elevated to Level 3, either before departure or during the program, established study abroad programs will be considered according to national trends at peer and aspirational institutions, and evaluations or assessments published by discipline-specific professional organizations. On the basis of these considerations, the Risk Management Committee will determine if the program should proceed or continue as planned. If the Committee makes recommendations for further mitigating risk prior to departure or during the remainder of the program, the Program Director must demonstrate that all recommendations have been implemented in full. For additional information, please see Recommended COVID-19 Related Risk Mitigation Strategies for Study Away Programs at this link.

In the event of a program cancellation, undergraduate student who are present in their country of origin may remain in country rather than return to the United States. Undergraduate students making this decision shall submit a request to OGE in writing, verifying their intent to stay in country and their understanding of the risks and costs involved in their decision. Students returning to the US will need to abide by campus requirements, as applicable, such as social distancing, quarantine, testing, etc.
International Travel by Undergraduate Students on Third-Party Programs, including Bilateral Exchanges

Undergraduate students participating in third-party programs are in general prohibited from traveling to a country/area that is currently under either a U.S. Department of State Travel Advisory Level 3 or 4, a CDC Warning Level 3, or both.

If a destination is elevated to Level 3 during the program, the student will need to consult with their program operator or host institution to determine if the program will continue.

Outgoing bilateral exchange students wishing to proceed with their international study plans at a Level 3 destination will need to (a) consult with their host institution to determine if the program will continue and (b) petition OGE for a permission to travel. Petition must include a letter of support signed by both a UGA undergraduate coordinator or advisor in the student’s major and the Head or Director of the sponsoring academic unit. The letter of support must include the following information: (1) Language specifying that the student's travel is deemed essential by the supporting department; (2) Specific information about the purpose of the travel, for example: access to unique study materials, courses for graduation, experiential learning requirement, etc. (3) Approval of the student’s Risk Mitigation Plan; (4) Language that the department will assist the student with their academic planning if their study abroad experience is disrupted during the course of the UGA semester; and (5) A statement that the Department will be responsible for covering the cost of any evacuation that this is not covered by the mandatory study abroad insurance plan.

In addition to the letter of support, outgoing exchange students wishing to petition must review, complete and sign the following documents in the StudyAway Portal: (1) Study Away UGA Exchange - Covid-19 International Travel Petition Questionnaire, (2) UGA Bilateral Exchange COVID-19 International Travel, Academic, and Financial Risk Acknowledgement, (3) UGA Bilateral Exchange COVID-19 Waiver, and (4) COVID-19 Information

In the event of a program cancellation, undergraduate student who are present in their country of origin may remain in country rather than return to the United States. Undergraduate students making this decision contact OGE in writing, verifying their intent to stay in country and their understanding of the risks and costs involved in their decision.

International Travel by Graduate Students

Graduate Student Travel to Countries/Areas Under a U.S. Department of State Travel Advisory Level 3 and 4 and/or a CDC Warning Level 3

Please check that the country/area to which you wish to travel is currently under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3:

[travel.state.gov/traveladvisories](travel.state.gov/traveladvisories)
[wwwnc.cdc.gov/travel/notices](wwwnc.cdc.gov/travel/notices)

In general, graduate students are discouraged from traveling to countries/areas that are currently under either a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3. The risk of injury, detention, and death are significantly greater for many areas within these Travel Advisory Levels.
Approved by OGE Risk Management Advisory Committee  
09/24/2020

3 and 4 countries/areas, and UGA is not in a position to fully assess those risks or provide services in the event of emergency.

The OGE Risk Management Advisory Committee recognizes that there can be compelling reasons to conduct research sanctioned by a Department and School or College, even when there is an elevated threat of risk for that location. Therefore, if a graduate student wishes to travel, the academic activity must have the support of a major professor and the department head or program director in the graduate student’s major or in the unit sponsoring the student’s travel. The petition to travel must follow the procedure described below. The burden will be on the graduate student, in conjunction with the supporting faculty member and the unit Head or Director, to identify all relevant risks and demonstrate that they will be appropriately managed.

**Graduate students who are traveling to countries/areas under a U.S. Department of State Travel Advisory Level 1 and 2, but contain areas of Reconsider Travel (Level 3) or Do Not Travel (Level 4) are subject to the same petition requirements as below if they intend to travel to those areas of heightened risk.**

To achieve OGE approval, the petition to travel must be submitted at least 6 weeks prior to the date of travel. The petition must be submitted as follows:

2. Submit a detailed Risk Mitigation Plan in the Portal, as approved by the unit Head or Director (a link will be provided upon submission of the initial Travel Registration). Each Risk Mitigation Plan must include a section detailing the Graduate Student’s plan to return to the United States in the event that a global prohibition on travel or similar event occurs. Samples of previously approved Risk Mitigation Plans can be found at the following links:
   - [Example1](#)
   - [Example2](#)
3. Provide a letter of support signed by both the major professor and the Head or Director of the sponsoring academic unit. The letter of support must include the following information: (1) A statement that the Department will be responsible for covering the cost of any evacuation, or that this is covered by insurance; (2) Information about the student’s familiarity with the area, e.g. proficiency in the language, previous visits to the affected area, traveling alone versus traveling as part of an organized group; (3) Specific information about the purpose of the travel, for example: access to unique study materials, e.g. to study a species or geological formation that only exists in one place; or access to specialized or unique research facilities, e.g. a specialized archive or research institute; (4) If applicable, a statement to the effect that the intended travel is not to the area affected by the Travel Advisory Level 3 and 4; (5) a statement that travel is essential, and (6) Approval of the student’s Risk Mitigation Plan by OGE.
4. Purchase USG/UGA insurance for the duration of the travel, and upload proof of coverage in the Portal.
5. Attend a Travel Consultation at the UGA Health Center Travel Clinic or similar, and upload proof of attendance in the Portal. See: [www.uhs.uga.edu/services/travel-clinic](http://www.uhs.uga.edu/services/travel-clinic).
6. Enroll into the Smart Traveller Enrollment Program (STEP) via the U.S. Department of State: [step.state.gov/](http://step.state.gov/).
Receiving OGE approval is the first step in the approval process for graduate student travel to countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 or CDC Warning Level 3. It is recommended that only after receiving OGE approval graduate students should apply for internal (e.g. Graduate School, LACSI, OVPR) or external (e.g. Boren) travel funds. In all cases, students must have OGE approval of international travel before accepting funding for their travel. Note that even if a UGA account is not paying for the trip, a Travel Authorization and a petition to travel must still be submitted.

Previous approvals for travel will be rescinded in the event that conditions change prior to departure. In that event, a petition must be submitted and approved before travel may take place.

If conditions change during the travel period, the student must confer immediately with the Graduate School and the student’s major professor to determine if travel may continue. Graduate students who are present in their country of origin may remain in country rather than return to the United States. Graduate students making this decision shall submit a request to OGE and the Graduate School in writing, verifying their intent to stay in country and their understanding of the risks and costs involved in their decision.

For more information, please visit Health & Safety section of the StudyAway Portal: studyaway.uga.edu/?go=Health

CHECK-LIST FOR STUDENTS

• Seek the support of a tenured or tenure-track UGA faculty member in your major (or a major professor and unit Head in the case of a graduate student), and discuss travel plans
• Submit Travel Registration
• Develop Risk Mitigation Plan and submit to faculty member & unit Head/Director
• Obtain letter of support

After OGE conditional approval has been granted:

• Purchase and provide proof of insurance
• Attend Travel Clinic and provide proof of attendance
• Enroll in STEP

After OGE final approval has been granted:

• If applicable, apply for funding

CHECK-LIST FOR FACULTY, AND UNIT HEADS AND DIRECTORS

• Discuss graduate student’s plans and project
• Review Risk Mitigation Plan
• Write letter of support
International Travel for Faculty, Postdocs, and Non-Graduate Student Staff

Faculty, postdocs, and non-graduate student staff will be prompted to read and acknowledge the following statement in the Travel Registry upon receipt of a Travel Authorization (TA) for countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 or a CDC Warning Level 3:

For Faculty, postdocs, and non-graduate student staff
Acknowledgement of Travel Risk

Please click here to check if your destination is currently under a U.S. Department of State Travel Advisory Level 3 and 4.

If your destination is under a Travel Advisory Level 3 and 4, there is a significant risk of travel to this country/area at this time. While OGE is not authorized to restrict or otherwise prohibit faculty travel, we recommend against travel to countries/areas under U.S. Department of State Travel Advisory Level 3 and 4s. Travel to such countries/areas poses a significant risk to your safety and wellbeing. In the past, individuals traveling to countries/areas under U.S. Department of State Travel Advisory Level 3 and 4 have been injured, detained, and in some cases killed. Because of this risk, please be advised that any travel to such destinations must be at your own risk and volition, that the University in no way requires this travel, and that the University may not be in a position to assist you in the event of emergency.

Please check the box to acknowledge that you understand the risks associated with travel to countries/areas under a U.S. Department of State Travel Advisory Level 3 and 4 and that travel is not recommended.

Although you may be a frequent traveler to this destination, we recommend you do the following:

• Leave your daily itinerary (location, hotel information, modes of transportation) with your office staff.
• Register your trip with the U.S. Department of State.
• Contact Daniel Runge, the UGA Export Compliance Officer, if the Travel Advisory Level 3 and 4 country also has a travel restriction: research.uga.edu/export-control/