

## Elevated Travel Risk Approval Request Form - Individual

Columbia University's [International Travel Planning Policy](#) mandates that Students, Officers of Administration and Support Staff travelling on University-related travel abroad complete a tiered review and approval process based upon the highest [ISOS Travel Risk Rating](#) associated with their travel location(s). Travel to "Medium" Travel Risk locations require [ISOS Itinerary Review](#); travel to "High" Travel Risk locations requires ISOS Itinerary Review and dean approval from the school where the student is registered; and travel to "Extreme" Travel Risk locations requires ISOS Itinerary Review, dean approval and, for Morningside affiliates, Provost approval, and for CUIMC affiliates, EVP and Dean of the Faculties of Health Sciences and Medicine approval.

Travel to countries with the Evacuation Status of Stand-By, Evacuate Non-Essential Staff, or Full Evacuation require for Morningside affiliates, Provost approval, and for CUIMC affiliates, EVP and Dean of the Faculties of Health Sciences and Medicine approval

### TRAVELER DETAILS

\_\_\_\_\_  
Traveler name

\_\_\_\_\_  
UNI

\_\_\_\_\_  
Email

\_\_\_\_\_  
Traveler Type

\_\_\_\_\_  
School/Department

### DESCRIPTION OF TRAVEL

\_\_\_\_\_  
Proposed location(s) (include all cities and countries relevant to this trip)

\_\_\_\_\_  
Proposed travel dates

\_\_\_\_\_  
Purpose of travel

\_\_\_\_\_  
Highest level of risk of your destination (as defined by **ISOS**)

\_\_\_\_\_  
Elevated Evacuation Status

(Please select the Elevated Evacuation Status from the dropdown. To find an elevated evacuation status, visit [Travel to High and/or Extreme Travel Risk Locations and Locations with Elevated Evacuation Status](#))

### INTERNATIONAL SOS (ISOS)

All Columbia affiliates traveling on Columbia Travel have access to International SOS (ISOS), the University's 24/7 travel emergency assistance provider. ISOS is not insurance, but can provide travelers with a global help line for access to medical and security emergencies. ISOS can also provide information on clinics and doctors, and has mental health counseling resources.

ISOS also has a mobile app that travelers can download to their smartphone where they can chat, in real-time, with healthcare professionals.

If you find yourself in need of immediate assistance while abroad, call ISOS anytime at +1-215-942-8478. Columbia University membership ID: **11BSGC000064**

- International SOS: <https://www.internationalsos.com/>
- Smartphone app: <https://www.internationalsos.com/assistance-app>

(Initial) I understand how to contact ISOS in the event of an emergency while I am abroad.

### **International SOS Pre-Travel Itinerary Review**

Students, Officers of Administration and Support Staff traveling to locations defined as Medium, High, or Extreme, must submit their itinerary to ISOS for review.

All Columbia affiliates traveling to locations with an ISOS Elevated Evacuation Status must submit their itinerary to ISOS for review.

Use the Global Travel online form to submit your itinerary review.

Form Website: <https://globaltravel.columbia.edu/content/isos-pre-trip-itinerary-review-form>

### **International SOS Trip Registration**

All University Affiliates are required to register their trip in International SOS MyTrips prior to trip departure. Register a trip: <https://globaltravel.columbia.edu/content/isos-mytrips>

(Initial) I will register my trip in ISOS MyTrips per University requirements.

## **VOLUNTARY PARTICIPATION**

No Columbia University affiliate can be required to participate in travel to an ISOS High or Extreme risk location or location with elevated evacuation status. Travel to these locations is strictly voluntary.

## **TRAVEL POLICY VIOLATIONS**

Any international travel policy violation can be reported to your dean and disciplinary action can be taken.

## **RISK NOTIFICATION STATEMENT**

As a Columbia University traveler, you must carefully read and understand the following:

- Your home country's Embassy may not be able to assist you during an emergency. The Embassy may close temporarily or suspend public services for security reasons.
- Access to hospitals, emergency medical care, and prescribed medications may be limited or non-existent.
- Participation in travel to a location defined as High or Extreme by ISOS has inherent risks. These risks can never be completely eliminated. Potential risks may include, but are not limited to, dangers in health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest and/or various types of violence.
- Additional risks include, but are not limited to, minor and major physical injuries, emotional and psychological injuries inflicted by others and catastrophic injuries resulting in paralysis or death.

- There may be additional safety, security, and health factors that have not been brought to your attention by Columbia University. You are responsible for fully investigating the risks unique to your travel location(s).

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Traveler Signature

Date

#### REQUIRED INFORMATION

Students, Officers of Administration or Support Staff traveler traveling to High and/or Extreme Travel Risk locations, and **ALL** University affiliates traveling to locations with an Elevated Evacuation Status must complete the following with this request for travel approval:

1. What is the academic rationale for this trip? Include the academic purpose(s) and goal(s).

2. What is the academic reason why this travel must take place to this location(s) despite the risks associated with travel therein?

3. What alternative opportunities are available and why were they not chosen?

4. How have you prepared for this proposed trip? Include a description of the health, safety, and security risks and how you plan to mitigate them.

5. Given the risks associated with travel to this elevated travel risk destination, please explain the rationale for your proposed trip duration. Include your planned itinerary, associated agenda(s), or schedules while in location.

**RESOURCES**

- Columbia International Travel Planning Policy: <http://policylibrary.columbia.edu/international-travel-planning-policy>
- International SOS: <https://www.internationalsos.com>
- U.S. Department of State Travel Advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- Centers for Disease Control and Prevention (CDC) Travelers' Health: <https://wwwnc.cdc.gov/travel/>  
World Health Organization (WHO): <http://www.who.int/>

**SUBMISSION – END HERE**

Once you have completed this form, up to this point, submit to Global Travel at [globaltravel@columbia.edu](mailto:globaltravel@columbia.edu). Global Travel will facilitate the obtaining of appropriate signatures on the traveler's behalf.