

## High and Extreme Travel Risk Approval Request

Columbia University's [International Travel Planning Policy](#) mandates that Students, Officers of Administration and Support Staff traveling 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.

Completion of this form is required for the above listed affiliates that propose travel to "High" or "Extreme" Travel Risk locations.

### 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 Travel Risk (defined by ISOS)

### INTERNATIONAL SOS (ISOS)

All Columbia affiliates traveling on University-related have access to International SOS (ISOS), the University's 24/7 travel emergency assistance provider. While ISOS can provide travelers with assistance in the event of a health, safety, or security related crisis, it is not medical insurance, and students are required to ensure that they maintain coverage for routine and emergent care abroad.

\_\_\_\_\_ (Initial) I have medical insurance that provides for routine and emergent care abroad  
**(STUDENTS ONLY)**

If you find yourself in need of immediate assistance while abroad, call ISOS (24/7) at **+1-215-942-8478**. Columbia University membership ID: **11BSGC000064**

Travelers are also encouraged to download the ISOS has a mobile app (ISOS Assistance) on their smartphones. This app allows travelers with one touch access to ISOS representatives, provides

travelers with real-time health, safety, and security updates, and allows the University to better assist travelers in the event of an emergency while abroad.

- 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.

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

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

\_\_\_\_\_ (Initial) I have submitted my itinerary for review and have received a safety brief from ISOS.

### **International SOS Trip Registration**

Students, Officers of Administration and Support Staff 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) If approved, I will register my trip in ISOS MyTrips per University requirements.

## **VOLUNTARY PARTICIPATION**

No Columbia University Students, Officers of Administration or Support Staff can be required to participate in travel to a “High” or “Extreme” Travel Risk location. 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**

Traveling to a “High” or “Extreme” Travel Risk location may present inherent risks. I understand and accept that:

- My home country’s embassy or consulate may not be able to assist me during an emergency. The embassy or consulate 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.
- Potential risks associated with travel to “High” or “Extreme” Travel Risk locations 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 my attention by Columbia University. I am responsible for fully investigating the risks unique to my travel location(s).

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Traveler Signature

Date

**REQUIRED INFORMATION**

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. Please attach any additional documentation you would like considered for review (e.g., program safety and security procedures, detailed itinerary, etc.).

**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, please submit to Global Travel at [globaltravel@columbia.edu](mailto:globaltravel@columbia.edu).

**FOR GLOBAL TRAVEL USE ONLY**

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Dean Signature

Date

Approve

Conditional Approval

Deny

Additional information needed

Notes from Dean/Unit Head:

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Provost/EVP for CUMC (For Extreme Risk locations only)

Date

Approve

Conditional Approval

Deny

Additional information needed

Notes from Provost/EVP: