Student International Travel Policy for Kalamazoo College
Approved by President’s Staff Feb. 14, 2012

Background

Though students who choose to travel abroad are ultimately responsible for their own health, safety and security, Kalamazoo College seeks to promote safe, healthy and secure international travel for its students. The College therefore encourages all students traveling abroad for educational or other purposes to thoroughly review and familiarize themselves with the political, health, crime and other safety-related conditions prevailing in the country (or countries) they intend to visit. The College also requires students who are engaged in international travel that is sponsored, recognized or organized by the College to adhere to the following policy.

NOTE: This policy does not apply to student international vacation travel (including before or after study abroad) or student international travel independent of College sponsorship (including self-funded volunteer or research activities). Research, internships, and other activities that will be used in a Senior Individualized Project (SIP) are governed under this policy.

Definitions

1. Student International Travel Sponsored, Recognized or Organized By the College

   • College-Sponsored (i.e. Funded) Student International Travel

       Many academic offices and programs, as well as several administrative offices on campus, sponsor student international travel, especially for research experiences and/or internships during the summer. Examples of these opportunities include Beeler student projects abroad, CCPD Internship Program, HHMI grants, etc. Because all of the funding for these student experiences abroad either originate from College funds or are administered by College faculty and/or administrators, this type of student international travel is considered to be College-Sponsored.

   • College-Recognized Student International Travel (Summer Study Abroad).

       The College recognizes certain international travel programs, such as Summer Study Abroad, by allowing students to transfer the credits earned abroad. Students participating in Summer Study Abroad or other similar opportunities must have
received CIP/Registrar recognition for transfer of credit, conform to the College’s health insurance/Medivac requirements, and sign a participation agreement and waiver/release. They will also be required to register their travel as described below.

- College-Organized Student International Travel

College-Organized Student International Travel is student travel that is not sponsored or recognized by the College, but is
1. Organized by a recognized Campus Student Organization (e.g. the Model United Nations or an alternative spring/winter break).
2. Organized by an individual faculty or staff member (i.e. attendance at an international conference or a team journeying to a foreign location for practice and matches).
3. An international (unfunded) internship that has been accepted into the CCPD Internship Program.

2. Individual Independent (i.e. not College-Sponsored, Recognized, or Organized) Student International Travel

Independent student international travel is just that: independently organized and funded and does not make use of College academic and/or administrative departments or Campus student organizations. Examples include vacation travel, internships arranged by an individual student and not sponsored or organized by the College (i.e. internships which have NOT been accepted into the CCPD Internship Program), participation in alternative spring break and other volunteer programs, etc. organized, sponsored, or funded independent of the College. Students participating in independent international travel will be strongly encouraged to register their travel and to make sure they are properly insured as described below.

Policy

This Student International Travel Policy applies to:
- College-Sponsored/Funded Travel
- College-Recognized Travel (Summer Study Abroad)
- College-Organized Travel

NOTE: Students engaging in individual independent international travel (category 2 above) are not bound by this Policy and not covered under the College’s insurance policies. They are nevertheless strongly encouraged to have adequate medical insurance, appropriate immunizations, and register with the local US Embassy or Consulate using the STEP (Smart Traveler Enrollment Program) at http://travel.state.gov/travel/tips/registration/registration_4789.html

All College students who decide to travel internationally are responsible for their own safety, regardless of whether their activities abroad are sponsored, recognized or organized
by the College. To encourage and promote that safety, however, the College has adopted the following requirements:

1. All students must:
   a. Participate in a CIP-sponsored orientation on living and traveling outside the US. (beginning spring 2014).
   b. Demonstrate to the CIP that they have health insurance valid in the country where they will travel, live or study. (NOTE: some enrolled students at the college are automatically covered under the College’s medical, political, and natural disaster evacuation insurance policy. All students can find the emergency contact numbers and instructions for the evacuation provider on the CIP website. [https://reason.kzoo.edu/cip/evacuation/](https://reason.kzoo.edu/cip/evacuation/)
   c. Furnish the CIP with a signed “Health History Form.” (beginning spring 2014).
   d. Register their planned travel online through the College’s Hornet Passport online student application and information system ([https://kalamazoo.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=40864&Type=R](https://kalamazoo.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=40864&Type=R)), furnishing their email address, international cell phone number(s), international contact information, contact information for the project supervisor (as appropriate), contact information for their housing, and emergency contact information for someone located at home.
   e. Obtain an emergency contact card from the CIP website. [https://reason.kzoo.edu/cip/evacuation/authorized/](https://reason.kzoo.edu/cip/evacuation/authorized/)

2. NOTE: This section will take effect for the 2014-2015 academic year. All faculty/staff accompanying students traveling internationally must:
   a. Receive a CIP-sponsored orientation on leading a student group living and traveling outside the US and the College’s/CIP emergency procedures.
   b. Furnish the CIP with a signed participation agreement and a waiver/release. (will be done online).
   c. Furnish the CIP with a roster of students accompanying them. (will be done online).
   d. Obtain from each student participant a signed “Health History Form” and carry a copy for each student with him/her on the trip. (can be done online).
   e. Register their planned travel online, furnishing their email address, international cell phone number(s), international contact information, contact information for the host program coordinators (as appropriate), contact information for their housing, and emergency contact information for someone located at home in the US. (will be done online).
   f. Strongly consider having at least two adult College staff members accompany the students during their time abroad.
   g. Strongly consider having someone along on the trip with fluency in the local language.
   h. Obtain an emergency contact card from the CIP with emergency contact numbers. (will be available online).
3. NOTE: This section will take effect for the 2014-2015 academic year. Faculty participating in group faculty-led student travel in an approved International Study Seminars (ISS) are subject to additional requirements as provided in the ISS policies and augmented by the CIP.

4. Travel Warning Countries

The US Department of State periodically issues “Travel Warnings” for certain countries in the world often urging US citizens to defer travel to these countries. (See http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Kalamazoo College has a policy that permits students to travel to certain travel warning countries, provided all of the following conditions are met:

1. The student must schedule an appointment to meet with either the Associate Provost for International Programs or the Associate Director of the CIP (call 337-7133 or write cip@kzoo.edu to schedule).
2. The travel is endorsed by the student’s academic or SIP advisor as essential to the student’s academic program at the College.
3. The student receives a copy of the Kalamazoo College Travel Warning Policy and the US Department of State Travel Warning.
4. The student signs a verification of receipt of these documents.
5. Final approval for a student’s travel to a “Travel Warning” country rests with the Associate Provost for International Programs upon review of the completion of all of these steps.

NOTE: Students wishing to travel to a Travel Warning Country should consult with the Associate Provost for International Programs well in advance of such travel.

Failure to comply with the Student International Travel Policy for Kalamazoo College will result in the College withholding funds for travel (including, but not limited to the use of College vehicles) and/or reimbursements for travel. Or in the case of College-Recognized programs such as Summer Study Abroad, credit will not be recognized.