

## Travel Permission Request Guidelines

It is the responsibility of the student to identify a Northwestern University in Qatar staff or faculty member sponsor to assist in the submission of a Travel Permission Request (TPR) for an “individual educational experience” in a location subject to a [U.S. Department of State\(DOS\) Travel Warning](#) or a [Centers for Disease Control and Prevention \(“CDC”\) Travel Notice Warning Level 3: Avoid Nonessential Travel](#).

An “individual educational experience” refers to an unaffiliated study abroad program or an individual proposing non-credit/non-study abroad university-sponsored travel. Students seeking credit for participation in an unaffiliated study abroad program located in a country with a Travel Warning must first contact their Academic Advisor to determine if credit transfer from the proposed institution is possible. They will need to provide the name of the staff or faculty sponsor, a link to the program’s website, and possibly a sample transcript.

All applicants, whether traveling for credit or not, must inform Northwestern Qatar Business and Finance of their plans to submit a TPR at least two months prior to departure so there is sufficient time for Northwestern Qatar Business and Finance to assist in the development of a TPR. Applicants should make every effort to avail themselves of this assistance.

Requests should include the following information in memo format, not exceeding six pages single-spaced:

### 1) Overview: The summary of the rationale for travel to the specific site:

- a. An introduction that summarizes the experience to be undertaken, its exact location, duration and purpose (or a description of activities). It should also briefly describe institutional or organizational partners. The proposal should also address whether this is intended to be a one-time offering or a recurring opportunity, and if course credit is offered, indicate whether or not it will count as credit toward a degree or a general requirement.
- b. A reference to the general nature of the applicable Warning and its most recent issue date, plus an explanation of the compelling academic or experiential rationale for this program location (as opposed to a location not subject to a Travel Warning).
- c. A description of the student or students proposing to participate in this experience (age/standing, major, academic motivation, language ability, prior travel experience, etc.) and the applicability of this experience to the student’s academic or professional development.
- d. A proposed itinerary, including a short description of arrival/departure transportation logistics, housing/classroom or other regularly used facilities, including an explicit description of security measures.
- e. If applicable, a description of any additional activities to be undertaken, including any field trips/overnight excursions to other locations outside the main city of study (that are part of the itinerary).

### 2) List of relevant links

- a. U.S. Department of State (DOS) Travel Warning
- b. U.S. Department of State Country Information Sheet
- c. CDC Country Profile

### 3) Institutional or organizational context (if applicable)

This section explains the institutional or organizational context of this activity, such as any local partnership or institutions providing specific health and safety support for this experience:

- a. Describe on-site organizational or institutional actions that mitigate the concerns raised in the Travel Warning. Include relevant information about local staff, training/experience or programmatic rules/regulations to manage health, safety, or security issues.
- b. Note whether other Northwestern University in Qatar students participated in this experience or engaged in similar activity at this location.

### 4) Health, safety, emergency, and evacuation plan

Northwestern units should provide documentation and procedures regarding safety, security, and evacuation including:

- a. Overarching policies and measures the traveler will take for ameliorating the specific health or security risks identified by the [U.S. DOS Travel Warning](#), [U.S. DOS Country Information Sheet](#) or the [Centers for Disease Control and Prevention Travelers' Health Resources](#).
  - i. Examples of safety or security measures are avoiding travel to certain neighborhoods in a city or regions within a country, using only specific means of transportation, not traveling alone after dark, avoiding public protests, avoiding crowded public entertainment establishments such as restaurants, etc.
  - ii. Examples of health measures are identifying potential exposure to insect-, food- or water-borne illnesses, noting particular health risks associated with specialized activities, such as animal care (rabies), construction (tetanus), open-water, volatile chemicals, wild mammals, insects or reptiles, extreme heat or cold, specialized equipment which requires training for operation, medical/dental care/services, etc.
- b. A copy of or link to the program or organization's risk management procedures, including an emergency plan (or link to such procedures or plan on the organization's web site). If the program or organization cannot adequately respond to such information requests, two options exist: the sponsoring academic unit could work with the organization to develop such plans or find another experiential sponsor.
- c. Confirmation that all travelers will fulfill standard pre-departure travel requirements as outlined by Northwestern Qatar Business and Finance, such as:
  - i. Referral to the CDC's Travelers Health web-based resources for information on required and recommended immunizations and/or prophylactic medications
  - ii. Registry with the U.S. DOS's Smart Travelers Enrollment Program (STEP) or the enrollment program of the passport country, if available, and steps to ensure the action has been taken
  - iii. Participation in pre-departure educational programming (on-line or in person)
  - iv. Northwestern Qatar Student Travel Application form filled in by the appropriate department
  - v. Submission of a signed student traveler form

### 5) Communications protocols

Lists of contact names, addresses and numbers for relevant on-site staff/faculty.

- a. Provide the name of at least one on-site contact person: include 24-hour phone number, office phone number, email address, office address, home address, etc.
- b. Provide the name of at least one Northwestern Qatar contact person involved in supporting this experience: include 24-hour phone number(s), office phone number and email address

- c. Provide complete contact information for the traveler's passport country Embassy or Consulate nearest the program's/organization's location. (For traveling programs, provide this information for each overnight location)
- d. Unless circumstances suggest otherwise, state the expectation that the student will have a cell phone that will work in overseas location and a timeline by which this number will be established and shared with relevant Northwestern Qatar officials. (The Committee recognizes that the possession of a cell phone in some locations makes one a target for crime and that other modes of communications may be preferable). If the student is not required to have a cell phone, address how anticipated communications challenges will be met
  - i. Special Note: Please provide all phone numbers as if one were dialing from the Qatar. For example, a London phone number would read:  
+44 207 456 6789.

**6) Letter of endorsement from sponsoring academic unit (certain travelers only)** Individual undergraduate travelers participating in university-sponsored international experiences need not submit a letter of endorsement from a faculty or staff member if the primary purpose of their travel is non-academic, such as internships, conference attendance, leadership summits, etc. Student recipients of grants or awards designed to facilitate the production of an academic product, such as an Undergraduate Research Grant, a school or unit-sponsored research grant, a Medill reporting grant, etc., require a staff or faculty letter of support. To assist with this requirement, Northwestern Qatar Business and Finance has prior letters on hand to share as examples. Note this letter need not endorse the safety of the location but should make a compelling argument in support of the academic value of the opportunity.

The individual making the application will package all of the aforementioned material in one email and send it to the Business and Risk Analyst at least two weeks prior to the assigned IRAC meeting. If the agenda for that meeting is already full, then these materials will be held for distribution and review at the next regularly scheduled or specially called emergency meeting.