

INTERNATIONAL TRAVEL POLICY QUICKSHEET

for MSU Faculty, Staff and Students

Family travelers need approval for participation

Family participation requires a letter of justification for their travel and approval from the Responsible Official. Other requirements for their participation can be found in the Faculty-led Handbook.

Programs abroad are approved by various constituents

All faculty-led trips are representative of a department and offer a course for programs abroad through the department of the faculty director. In order to gain approval for a faculty-led program, the program proposal for the course should include signature approval from the faculty director, co-leader, dean and department head. A program proposal is not considered complete unless approval from all constituents is signed-off by the proposal submission deadline.

Programs need a faculty leader and a co-leader

MSU faculty-led programs are designed for travel with purpose. A faculty filling the role as the faculty director ensures that the academic component of a program abroad is as rigorous as a class offered at MSU. All programs abroad require a co-leader who can take the place of a faculty director in the event that they are not able to continue with the course. Read more about co-leader qualifications in the Faculty-led Handbook.

Safety of all travelers is a priority in planning

Planning ahead to anticipate travel, health, safety and emergency events can prepare faculty directors and co-leaders in the event of an emergency abroad. Sixty days prior to travel, faculty directors must submit both their Emergency Communication Plan and International Travel Plan through their Studio Abroad account. These plans are then accessible with OIP staff as well as faculty directors while abroad in the event of emergency. A hard copy of these plans should be taken abroad for easy access if needed.

Also submitted 60-days prior to travel is a list of Emergency Contacts and information for each participant on the program. Submission of this information can be done through Studio Abroad. Faculty directors and co-leaders should carry this information in hard copy with them while abroad in case of emergency.

Registration ensures safety abroad

There are two places in which students and leaders are to be registered for their participation in a study abroad program. Thirty days prior to travel, faculty directors and each participant register their travel in MSU's Travel Registry. This registry requires a trip itinerary, passport information and uploaded scans of insurance cards and passport. This information is readily accessible to staff in the Office of International Programs in case of emergency.

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Faculty directors also are to have program participants register in the U.S. Department of State Smart Traveler Enrollment Program (STEP). In the event of a large scale emergency, involvement with the U.S. Embassy abroad may be necessary, and students who are pre-registered will be more easily assisted by the Embassy.

Pre-departure orientation prepares students and faculty

Faculty directors, co-leaders and students attend mandatory pre-departure orientations. Orientation dates are available on the International Travel Resource Page.

Additional Resources

As of March 31, 2015, all international travel for academic purpose is required to go through the Office of International Programs to ensure proper documentation and standardized safety procedures for students and faculty. The topics presented in this document are individual sections covered in the Interational Travel Policy.

To read the International Travel Policy in full, visit:
http://www.montana.edu/policy/international_travel

For additional resources, visit the International Travel Resource Page:
http://www.montana.edu/policy/international_travel/resources/index.html

Questions, Comments or Inquiries

Contact the Office of International Programs for more information on the International Travel Policy.

MONTANA STATE UNIVERSITY
Office of International Programs
400 Culbertson Hall | Bozeman MT 59717
1-406-994-7151 | studyabroad@montana.edu