

# CUNY International Travel Guidelines

## *Safety and Risk Management*

Approved by the Board of Trustees November 28, 2011

*Revised May 7, 2014*

As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.

*-Resolution of the Board of the Trustees, November 29, 2011*

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## 1. Purpose

These guidelines are a resource guide to assist faculty and staff in the review and approval requirements and in the planning and preparing for health and safety issues that may arise in the context of students participating in international education programs.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances. The guidelines are intended to prompt program directors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks.

Since responsible and accountable planning and preparation is the bedrock of successful international travel and programming, all international programs, including international trips and programs for student affairs or athletics purposes are required to follow these guidelines.

Written approval for all programs must be obtained from the campus Chief Academic Officer prior to the commitment of any University resources and prior to offering a program to students. Program directors, faculty leaders, and study abroad administrators are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a program.

Guidance for procedural administration of international programs as related to student tuition and fees may be found in The CUNY Tuition and Fee Manual (Part III – Tuition, Section G – Guidelines Governing International Programs) at <http://www.cuny.edu/about/administration/offices/la/tuition-fee-manual.html>.

## 2. International Travel Defined

### Trips Covered by These Guidelines

The following guidelines for international travel are for currently enrolled CUNY undergraduate or graduate students participating in CUNY-sponsored trips.

**“International travel”** is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips that are subject to these guidelines.

For purposes of these guidelines, a **“sponsored trip”** is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a

college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer.

Examples of sponsored trips include: international studies arranged by a CUNY/college office, Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organizations (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division; and travel in which a recognized and chartered student organization officially represents the University.

### **CUNY-Affiliated Independent Travel**

CUNY-affiliated independent travel is any self-guided international travel by a student for the purpose of pursuing research or internship activities related to academic work at CUNY. CUNY-affiliated independent travel has a unique set of mandatory procedures, which may be found in the boxed text below.

#### Graduate Student Trips

International travel by graduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:

1. Complete, sign, and have notarized an [Independent Travel Notification, Waiver, and Emergency Contact Form](#) and submit it to the Vice President for Student Affairs/Development prior to departure (the office of the Vice President for Student Affairs may need to direct students to the appropriate office at its campus that handles international travel programs);
2. Have CUNY's international medical and evacuation insurance coverage for the duration of the trip;
3. Consult with Student Affairs as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

#### Undergraduate Student Trips

International travel by undergraduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:

1. Complete, sign, and have notarized an [Independent Travel Notification, Waiver, and Emergency Contact Form](#) and submit it to the college Study Abroad office prior to departure;
2. have CUNY's international medical and evacuation insurance coverage for the duration of the trip;
3. consult with home college study abroad office as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

### **Trips Not Covered by These Guidelines**

These guidelines do not apply to students who travel internationally to participate in activities that are unrelated to academic work at CUNY. Students who participate in credit-bearing non-CUNY study abroad programs or who enroll directly at foreign academic institutions are also not subject to these guidelines. Guidance provided by CUNY offices in terms of information sharing about available non-CUNY international internships, work, or academic offerings; course equivalency; credit evaluation; or other logistical support does not count as CUNY sponsorship. All CUNY students traveling abroad, even for reasons unrelated to academic work at CUNY are strongly encouraged to purchase international medical and travel insurance.

If a college department is uncertain if the international travel in question is covered by these guidelines, please contact either the International Education Coordinator in the Office of Academic Affairs at [international.ed@mail.cuny.edu](mailto:international.ed@mail.cuny.edu) or the Office of Environmental, Health, Safety and Risk Management at [riskmanagement@mail.cuny.edu](mailto:riskmanagement@mail.cuny.edu).

### **3. Rules and Requirements for Sponsored Trips**

All sponsored trips must meet the following requirements:

- a. **Purpose**: The purpose of the trip must be consistent with the University's mission, and travel must be planned so as not to create an undue interference with academic responsibilities.
- b. **Prior Approval Required**. To ensure that sponsored trips are consistent with the University's mission and that student safety issues have been addressed, **each trip must be approved well in advance by the relevant campus Chief Academic Officer (CAO)**. The program director must submit a sponsored trip [proposal](#) to the Office of the Provost no fewer than six (6) months before the proposed trip; the CAO may provide exemptions to the deadline at his/her discretion. *See [Section 4](#).*
- c. **Program Director**. All sponsored trips must have a designated **program director** who has overall accountability for development and implementation of the trip. The program director is responsible for handling the logistics of the trip, collecting the required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, and conducting follow-up activities. The program director must be a full-time faculty member or administrator in the college department that is sponsoring the trip or, in the case of student organization trips, the faculty or staff advisor to the organization, unless otherwise approved by the campus Chief Academic Officer. *See [Section 8](#).*
- d. **Contracts**. **Administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign contracts related to sponsored trips.**

Only the College President, as authorized by the Board of Trustees may sign

documents with counterparty institutions in connection with sponsored trips, and no one may sign any contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, or any other written documents without approval as to form by the Office of the General Counsel. For more information on the approval process for international agreements and for model agreements, please visit <http://www.cuny.edu/academics/programs/international/faculty/director-resources.html>.

As a governmental entity, the University is subject to New York State laws, audits, and public scrutiny. Therefore, only college and university purchasing departments have the authorization to make commitments on behalf of the college/university with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the “Purchasing FAQs” at [http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs\\_on\\_Purchasing\\_in\\_CUNY.pdf](http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs_on_Purchasing_in_CUNY.pdf).

- e. 24/7 Access. Trip participants must have 24/7 access to the program director at the sponsoring CUNY college and program sites abroad. If the program director will not accompany the trip participants abroad, then the program director or designee must be available (by phone or e-mail) to the trip participants at all times during the international travel and activity, and must also be available in the immediate 48 hours before scheduled departure dates of the trip. Trip participants must also have 24/7 access to the designated contact person abroad who is responsible for the trip abroad. The program director must identify the name and phone number(s) for all such responsible contact persons on the [International Travel Notification Form](#).
- f. Insurance.<sup>1</sup> All trip participants (students and CUNY faculty and staff) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Program directors must enroll all participants in the University’s insurance plan at the time of the participant’s commitment to the program or trip, prior to the program departure date(s), and apply the cost to each participant’s program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Program directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.
- g. Ratio. These guidelines recommend that for faculty-led or staff-led CUNY trips there is at least one (1) faculty or staff member for every one to twenty (1-20) students over

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<sup>1</sup> The University is currently soliciting for a university-wide international insurance provider.



the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18.

- h. No Friends or Family. Friends and family of faculty, staff and students are not eligible to participate in sponsored trips, except with the explicit prior written permission of the Chief Academic Officer (CAO). The CAO will provide notification of all instances of friends or family participating in sponsored trips to the Office of Environmental, Health, Safety and Risk Management (OEHSRM) and Office of the General Counsel (OGC). Any friends or family traveling on CUNY-sponsored trips must be enrolled in the University's international medical and travel insurance coverage plan and must comply with any other requirements, including, but not limited to, signing a participation form, deemed necessary by the Office of Academic Affairs, OEHSRM, and OGC.
- i. Non-Compliance. Any sponsored trip taken without all of the following: (i) prior approval of the Office of the Provost as evidenced by sign-off of the [proposal](#), (ii) collection of an [International Travel Participation, Waiver, and Emergency Contact Form](#) and proof of insurance from each participant in the trip, (iii) timely submission (one month to two weeks before the departure) to the Office of the Provost of a complete and accurate [International Travel Notification Form](#), participant list, and [Emergency Contact Information Sheet](#), or that otherwise violates these guidelines may result in individual and/or organizational discipline as outlined in CUNY Article XV of the CUNY Board of Trustee Bylaws, <http://policy.cuny.edu/toc/btb/>, or applicable collective bargaining agreements.

#### **4. Procedures for Approval and Implementation of a Sponsored Trip**

Program directors are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include: thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Program directors must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning. The program director must complete the following steps:

##### STEP 1 – Prepare a Proposal

Prepare a proposal for the international trip using the [International Trip, Travel, or Program Proposal Outline](#). Groundwork for program development and logistics should be well underway prior to submission of a proposal. Proposals for attendance at conferences, especially those for which housing and on-the-ground logistics are pre-arranged, may be submitted as soon as information about the trip becomes available. When developing a proposal:

- a. Select the site and identify the various associated risk factors such as the political situation, socioeconomic conditions, and environmental factors (such

as air/water quality).<sup>2</sup> Describe the efforts to plan a safe trip, provide information known about the location and available infrastructure (such as proximity to transportation hubs, medical care, and amenities in the local neighborhood). If possible, in addition to background research found in guidebooks or on the internet, try to speak with experts on or individuals from the country or region in order to learn as much as possible about traveling in that place as well as local laws and customs.

- b. Examine U.S. Department of State Consular Information sheets, travel warnings or alerts, and Centers for Disease Control and Prevention (CDC) travel notices. **Programs must not take place in countries with any U.S. Department of State or CDC warnings or alerts that warn or strongly urge against travel unless the program director obtains prior written approval from both the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management** (also see the discussion on “International Education Crisis Management Teams” on [page 16](#)). Program directors should notify OAA and OEHSRM as soon as they become aware of a U.S. Department of State warning or alert or CDC travel notice. Program directors must register approved programs with the U.S. Department of State so that the group’s presence and whereabouts are known.<sup>3</sup>
- c. Make sure the overnight accommodations, such as hotels, the residence halls/dormitories of universities, and homestays are safe, secure, and to the extent possible, accessible for participants with mobility disabilities. It is recommended that all lodging be vetted through personal site visits by the program director, if possible. If the program director or staff has not previously used or seen the accommodations in person, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (including making inquiries regarding the experience of other colleges and universities) during the planning phase. The NAFSA: Association of International Educators *Guide to Education Abroad* provides the following questions when planning safe housing arrangements, which may be helpful to consider: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? If students are being housed with host families, has a

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<sup>2</sup> NAFSA: Association of International Educators, *NAFSA’s Guide to Education Abroad For Advisers and Administrators*. Washington, DC, 2005, p. 486.

<sup>3</sup> For more information, please see the following:

- U.S. Department of State Travel Site: <http://www.state.gov/travel/>  
Trip registration with the U.S. Department of State: <https://travelregistration.state.gov/ibrs/ui/>. Program directors should advise non-U.S. citizen students to also inform the governments of their countries of nationality of their travel plans.
- Centers for Disease Control and Prevention Travel Site: <http://wwwnc.cdc.gov/travel/default.aspx>

program staff member visited each home and looked at conditions? Will students have adequate quiet places to study? Has the family provided personal references, and has the program director or international host institution checked the references? Is there someone to follow up with the families and students if there is conflict or if they don't get along?<sup>4</sup>

- d. Identify special requirements or skills required for everyone's participation on the trip in any specific activities or excursions to be undertaken. Program directors should deliberately consider and discuss as appropriate, participants' physical abilities and the inherent risks of the proposed activities. Discussion of a participant's physical abilities must be conducted in a manner that ensures the privacy of the individual.

Program directors should make all efforts to mitigate risks associated with program-related activities. Program directors are prohibited from scheduling high risk activities like bungee jumping, whitewater rafting, and technical mountain climbing that can put participants in danger. Program directors must inform students that they are prohibited from engaging in such high-risk activities in their free time.

- e. Check the climate and weather forecast for the location(s) of the trip and remind all participants to pack and dress appropriately.
- f. Identify any potential hazards related to the trip, such as excessive heat or cold, insect-borne diseases, issues with terrain, hazardous plants, and wild animals in the area. Program directors are to provide participants with guidance specific to activities being undertaken. Program directors must submit these guiding directions, and the evaluation of potential hazards, together with the international trip proposal to the Chief Academic Officer for review.
- g. Identify local resources for emergencies, such as medical care, as necessary. In addition to knowing how to access such services, the program director must recognize, be aware, anticipate, and prepare for the likelihood of cultural and technical differences in the approach to service provision in a given locale.
- h. Anticipate and plan for emergencies such as theft, illness, accidents, medical needs, inclement weather, vandalism, missing persons, etc. (*see [Section 9](#) – "Emergency Procedures for Program Directors"*). The program director, working with any international collaborators and home college administrators, needs to develop processes in order to determine the best course of action for different unanticipated situations and emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the country? What will you do if a member of the

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<sup>4</sup> NAFSA: Association of International Educators, *NAFSA's Guide to Education Abroad For Advisers and Administrators*. Washington, DC, 2005, p. 406.

group is a victim of a crime or is injured? What will you do if a participant goes missing?

- i. Most international trips will require round-trip international air travel. Consider if the entire group must fly and arrive together or if the participants may book their own travel, fly separately, and meet at a central location at the destination. If the group is meeting at a central location, program directors must provide directions and guidance on how to get to the meeting place, ways to communicate with each other (such as cell phone numbers or a phone number for the meeting location), and how to respond in the event that travel/flight delays prevent a participant from arriving at the meeting location at the designated time.
- j. Consider transportation methods and time spent traveling in the destination country or region while developing the itinerary to maximize the group's time in the country.

**STEP 2** – Submit the [proposal](#) and [International Travel Program Proposal Cover Sheet](#) to the Chief Academic Officer no later than six (6) months before the proposed trip. Note that submission of a proposal to the Chief Academic Officer does **not** mean that a trip has been approved.

The Chief Academic Officer shall meet with the program director prior to the trip to review specific trip details, confirm that these guidelines have been met, and then determine whether or not to provide approval for a proposed trip. Approval will be deemed provided when the Chief Academic Officer signs the [International Travel Program Proposal Cover Sheet](#) (*see page 19*).

**STEP 3** – After the Chief Academic Officer approves the trip, submit the following documents to the campus Chief Academic Officer, the program director's department, the Office of Public Safety<sup>5</sup>, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks before participants are scheduled to leave the country; file the original with the CAO and provide copies to the other offices.

- a. A fully completed [International Travel Notification Form](#) (*see page 22*) that includes the name of the organization sponsoring the trip, the name of the program director, the program director's contact information, the travel destination and accommodations, purpose of the trip, number of participants, departure and anticipated return dates and times, and methods of transportation (international and local).
- b. A detailed trip itinerary of the day-to-day activities.

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<sup>5</sup> Work with the local Office of Public Safety to develop the protocol to respond to emergency calls from students abroad. See discussion about emergency preparedness, [Section 9, page 15, "Emergency Procedures for Program Directors."](#)

- c. A list of all participants on the trip, including the program director, students, instructors, chaperones, etc., with their names, local addresses, phone numbers and passport numbers.
- d. A fully completed Emergency Contact Information Sheet for each participant (*see page 25*). The Emergency Contact Information Sheet shall include a list of participants and the names and phone numbers of the participants' designated emergency contacts. The Emergency Contact Information Sheet shall be kept on file with the college Office of Public Safety in the event of an emergency during off-hours.
- e. A communication tree with the contact information for the appropriate individuals to be contacted abroad and locally within CUNY in case of an emergency.
- f. A written protocol regarding how to respond to emergency calls from students abroad. Program Directors need to work with the local Office of Public Safety to develop the emergency response protocol (*see Section 9*).

If any of the information provided in these documents changes during the trip, the program director must promptly notify the Chief Academic Officer, the program director's department, the college Office of Public Safety, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs of the changes.

**STEP 4** – Collect a signed and notarized International Travel Participation, Waiver, and Emergency Contact Form (*see page 26*) from all participants of the program and enroll them in the University's international medical and travel insurance policy at the time of commitment to the program or trip. If a student is under the age of 18, the International Travel Participation, Waiver, and Emergency Contact Form also must be signed by a parent or guardian and notarized.

**Participants who do not submit a properly signed and notarized International Travel Participation, Waiver, and Emergency Contact Form or are not enrolled in the University's international insurance plan may not participate in the sponsored trip.**

International Travel Participation, Waiver, and Emergency Contact Forms and insurance information must be kept on file by the sponsoring department or organization of the College for at least six (6) years after the sponsored trip has ended and the participants have returned.<sup>6</sup> Any questions regarding this Form should be sent to the Office of General Counsel at [ogc@mail.cuny.edu](mailto:ogc@mail.cuny.edu).

**STEP 5** – Inform the international education liaison at the students' home colleges (if the sponsoring college is not the same as the student's home college) of student participation in the

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<sup>6</sup> If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.

international program or trip. The list of CUNY international education liaisons may be found at the following <<http://www.cuny.edu/academics/programs/international/students/campus-offices.html>>.

## 5. Pre-Trip Communications

Each program director must provide the sponsored trip participants with a **mandatory pre-departure orientation** to prepare them for the cultural experience and logistical matters related to traveling internationally and for the specific destination(s). The program director shall communicate with students through meetings, email, and/or other written means regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details so that all participants are aware of what they can expect. Program directors are to review the following personal safety tips, as applicable, with trip participants:

- a. Advise participants to voluntarily disclose any mental health concerns, disabilities, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure must take place only after the participant gains acceptance to the program. Program directors may collect sensitive information and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the program director's designee only if necessary. For example, the program will be better able to serve the needs of participants who disclose prior to departure that they are asthmatic, diabetic, bipolar, or experience particular drug and food allergies.
- b. Advise participants that traveling abroad can cause psychological stress, especially as the participants' daily routine is likely to change. Inform participants about jet lag and sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, language barriers, and culture shock. When participants are placed in homestays with local families or share dorms or hotels with roommates the adjustment to sharing close quarters may be difficult. Encourage participants to find a constructive outlet to work through any possible uneasy feelings or frustrations.
- c. Direct participants to carry the following with them at all times: any personal medications that they require, international insurance cards, and emergency contact information cards (see [Emergency Contact Card](#) template on page 43). Remind participants to be mindful of any prescription drug or over-the-counter medication program they take and to plan with their medical provider and insurance carrier to ensure an adequate supply for the duration of their time abroad; some prescriptions and over-the-counter medicines are not obtainable abroad. Remind participants to use caution when purchasing or using unfamiliar over-the-counter medications.
- d. Advise participants that food and water-borne illnesses are a common ailment for travelers in many parts of the world where water sanitation and hygiene are different. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Program directors should inform participants if the water supply at the international location is potable or if participants should treat water before drinking it (or using it for teeth-brushing). Iced beverages may also not be safe, depending on



the water the ice was made with, so caution should be advised. Fresh fruits should be washed and peeled carefully. Food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. Careful attention to food and drink can prevent sickness.

- e. Remind participants to take the necessary precautions during times of extreme temperatures. For instance, when it is hot, participants should stay hydrated, wear light clothing, and use sunscreen if there is sun exposure.
- f. Advise participants that traffic rules vary in different countries, and remind participants to use caution when crossing busy streets.
- g. Remind participants to be aware of stereotypes of U.S. men and women and be familiar with cultural expectations related to gender. Program directors should inform participants about local verbal and non-verbal communication. All participants, particularly female participants, should take note and beware of appropriate behavior and interactions between the sexes and dress appropriately to avoid unwanted attention.<sup>7</sup> Encourage all participants to wear culturally appropriate clothing and abide by cultural norms in the region.
- h. Advise participants to take precautions to avoid and/or minimize the risk of transmission of sexually-transmitted diseases. The Centers for Disease Control and Prevention (CDC) reports that “the risk of HIV infection for international travelers is generally low and because HIV infection and AIDS are distributed globally, the risk for international travelers is determined less by geographic destination and more by behaviors that put them at risk for becoming infected, such as sexual and drug-using behaviors.”<sup>8</sup> Encourage participants to be cautious with non-medical procedures, such as tattooing or piercing that would require needles. Encourage participants to be mindful of situations where there would be contact with blood or needles in health care settings, such as blood transfusions or insulin injections.

## **6. Methods of Transportation**

- a. Program directors shall work with the college business office when arranging for the payment or purchase of any good or service, including air or ground transportation, when appropriate.

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<sup>7</sup> For more information, please visit <<http://www.globaled.us/irl/forms/UNLVAdviceforWomenTravelers.html>>.

<sup>8</sup> CDC, “Travelers’ Health – Yellow Book,” <<http://wwwnc.cdc.gov/travel/yellowbook/2010/chapter-5/hiv-aids.aspx>>.

- b. Program directors must not rent or use vehicles or drive groups of students. Program directors are encouraged to hire reputable commercial transportation or travel agencies to provide transportation services.
- c. Participants must not operate vehicles or transport other students as part of the scheduled trip activities or in their free time.
- d. Participants must not rent or use other motorized modes of transportation, such as motorcycles, scooters or ATVs, unless it is to support a physical disability (e.g., a motorized wheelchair).

## 7. Participant Behavior

Program directors are to inform participants that they are required to follow behavioral expectations.

- a. Participants are representatives of their colleges and of the University, New York City, New York State, and the United States whenever they participate in a sponsored trip. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustee Bylaws.<sup>9</sup>
- b. All trip participants are required to (a) comply with the standards set forth in the Henderson Rules of Public Order,<sup>10</sup> understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; (b) comply with the laws of the country abroad and the rules and regulations of the host institution; (c) assume responsibility for their own actions; and (d) conform their conduct to the standards surrounding the trip, understanding the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York. Sanctions could include suspension and expulsion from the respective home college and The City University of New York. Due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings may not apply. The program director may, with consultation of the home college administrators, dismiss a student at his/her own expense without credit or refund from the University or College of any monies paid for a documented violation of University or program rules.

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<sup>9</sup> CUNY Board of Trustee By Laws, Article XV, < <http://policy.cuny.edu/toc/btb/>>.

<sup>10</sup> The Henderson Rules of Public Order, < <http://www.cuny.edu/about/info/policies/rules-and-regulations-for-the-maintenance-of-public-order.html> >.



- c. All sponsored trips are a “CUNY-sponsored activity” and as such, must conform to the CUNY Drug and Alcohol policy, which states, "The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited." See <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>.

Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of local laws and/or CUNY regulations or policies may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus.

Program directors are required to discuss with participants that alcohol use and misuse while abroad is a risk. Although alcohol may be legal at a younger age abroad, its use and abuse is many times tied to students being victims of crime, violence, accident, and injury. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.

- d. International host countries may be the site of heightened political activity such as strikes and demonstrations. As guests in different countries, participants shall not engage in political activity. Participants may not have the same political freedoms as are experienced in the United States. Program directors must inform participants of the laws of the host country and the consequences of violating those laws. Program directors are expected to explain to participants that they are guests in the country/region to be visited and that they will be perceived by local citizens of the host country/region as representatives of the program, the college, the University, New York, and the United States.
- e. Participants in international programs are responsible for their own behavior and any resulting consequences. The College/University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College/University rules and regulations, the direction of College/University employees, or applicable law. Participants are prohibited from engaging in high-risk activities, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time.
- f. The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. The City University of New York does not tolerate sexual harassment committed by trip participants (students, faculty, or staff). It is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit <http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/sexual-harass-prevent.html>.

- g. Program directors must conduct pre-departure orientations that address many personal safety tips outlined in [Section 5: Pre-Trip Communications](#) with participants. Program directors must ensure participants are familiar with the principles set forth in that section.

## 8. Program Director Expectations

Program directors have many responsibilities before, during, and after the sponsored trip both while at CUNY and while at the international site. Program directors are expected to:

- a. verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited;
- b. exchange emergency contact information (phone numbers and email addresses) with participants;
- c. be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip;
- d. at all times (24/7) during the sponsored trip possess, in hand, an [International Travel Notification Form](#) and a full set of student participant [International Travel Participation, Waiver, and Emergency Contact Forms](#) and leave copies of said forms with a designee in New York City;
- e. serve as the official university representative in cases of emergency;
- f. coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;
- g. notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing;
- h. ensure students receive medical attention by trained professionals in case of a medical emergency;<sup>11</sup>
- i. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and<sup>12</sup>

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<sup>11</sup> *NAFSA's Guide to Education Abroad For Advisers and Administrators* says, "Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel." NAFSA: Association of International Educators, *NAFSA's Guide to Education Abroad For Advisers and Administrators*. Washington, DC, 2005, p. 578.

- j. conduct all appropriate follow-up activities, such as completing incident reports.

## **9. Emergency Procedures for Program Directors**

### **Emergency Preparedness**

Program directors are required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for educational trips.

### **Emergency Response**

The following guidelines are meant to assist the colleges in thinking through appropriate responses in the event of an emergency. Program directors are required to develop a crisis management protocol that takes into consideration the following key issues:

1. emergency response and rescue;
2. notification of participants' emergency contacts;
3. press and media;
4. legal and liability issues that may arise;
5. stress and psychological issues and effects resulting from an emergency event; and
6. post-incident responses: arranging participants' return, medical treatment, follow-up information, and debriefing.

As needed, according to the incident, program directors shall:

- a. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
- b. contact the local emergency medical provider for medical emergencies;
- c. contact the office of the provost and the office of the vice president of student affairs;
- d. contact the central office of public safety, particularly if a student is involved with the police abroad;
- e. report all injuries or illnesses to designated campus officials;

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<sup>12</sup> FERPA (Family Educational Rights and Privacy Act): <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>  
HIPAA (Health Insurance Portability and Accountability Act):  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>  
Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act):  
<http://www2.ed.gov/admins/lead/safety/handbook-part-1.pdf>

- f. complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the provost and the office of the vice president of student affairs; and
- g. be prepared to contact appropriate service providers.

**Effective communication is critical when responding to an emergency abroad.**

- a. Communication with the International Program Site  
The program director must be able to reach the international program site contact person, such as a CUNY faculty member for faculty-led programs, the director of the trip at the host institution, or the director of the third-party program provider, at all times (24/7). The program director or contact person at the international trip site must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone (if available) in order to communicate with the home campus in New York on its activities and participants' well-being.
- b. Communication within the Home Campus  
Best practices within the international education field include campuses establishing a coordinated communications and crisis management plan in order to efficiently and effectively deal with international emergencies. Sponsoring colleges are strongly encouraged to create an “*International Education Crisis Management Team*” to handle crises or emergencies related to participants or programs abroad should they occur. Members may include:
  1. College Chief Academic Officer
  2. College Vice President of Administration
  3. College Head of Campus Security
  4. College Chief Student Affairs Officer
  5. Director of College Public Relations (i.e., to address the press)
  6. College Legal Representative or Counsel to the President
  7. College Director of Study Abroad or College International Education Liaison
  8. College Risk Manager

The program director must decide on a communication tree and delegate responsibility for the emergency or crisis to appropriate campus officials (see International Education Crisis Management Team). The international program director must document all emergency incidents and follow-up actions, and include the following information:

- the name of the program;

- the location;
  - description of the incident;
  - date and time of the incident;
  - names of people involved;
  - contact information for the people involved (including witnesses);
  - name and contact information for the person submitting the report; and
  - date and time the report is submitted.
- c. Communication with the Central Office  
 The program director must inform the CUNY Central Office of any critical incidents abroad at [emergencyabroad@cuny.edu](mailto:emergencyabroad@cuny.edu). This will reach the International Education Manager and Health and Safety Manager at CUNY Central Office, who will inform their division heads as needed.
- d. Student Access to Assistance  
 In addition to the student participants having access to the program director, campuses that sponsor international programs may also consider installing a 24-hour emergency assistance hotline at the college for student participants to call at any time (*see page 43 for a template of the wallet-sized [Emergency Contact Card](#) to provide to students traveling abroad.*)
- e. Missing Participants  
 In the event that one or more participants cannot be accounted for at the destination site, authorities at the site must be notified immediately. If a participant cannot be located following an immediate search, then the on-site program director shall contact local police and a senior college administrator and shall make every effort to reach the participant's emergency contact. A program director shall remain at the site until all participants are accounted for. The program director in consultation with college officials shall determine whether other participants should leave the site. Emergency contacts must be notified and kept updated as to the status of the search for the missing participant(s). This section applies to students, faculty, and staff who may go missing.
- f. Program Participants Who Cannot Continue to Travel  
 In the event that a participant is severely injured, requires hospitalization, or experiences another mishap that requires a substantive change to the overall program itinerary, the program director must contact U.S. program staff to determine the best course of action. For example, the program director and other participants must not leave a hospitalized student behind without program assistance.

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**CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL  
COVER SHEET**

*Submit this as the cover sheet with your International Trip, Travel, or Program Proposal to the college Chief Academic Officer.*

1. Program Title: \_\_\_\_\_
2. Type of Program Travel:     Academic Credit-Bearing     Non-Credit Student Activity/Club  
    Other \_\_\_\_\_
2. Proposed Dates Abroad:    \_\_\_\_\_ to \_\_\_\_\_
4. Number of CUNY students expected to participate: \_\_\_\_\_
5. Program Site (Location):    \_\_\_\_\_ (City, Country)
6. Has the program or trip been approved before? If yes, when and by whom?
7. Brief Description/Rationale for the Trip (50 or fewer words):

8. Program Director/Requestor Contact Information and Certification:

Name of Program Director/Requestor	CUNY College
Title	Department
Telephone	Email Address

I hereby certify that the attached proposal accurately reflects the program as planned, that the program is in the University's and participating students' best interests, and that the program is consistent with the University's mission.

Signature of Program Director/Requestor	Date
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9. Approval:

The attached proposal is hereby approved by the *Chief Academic Officer*.

Name of College Chief Academic Officer	
Signature of College Chief Academic Officer	Date

## CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE<sup>13</sup>

Successful international programs, trips, and travel require careful planning that begins far in advance of the actual operation of the program, and sufficient lead time is a crucial factor in the successful recruitment of participants and to provide participants with pre-departure orientation.

Please contact your campus international education liaison for assistance with developing and drafting a proposal and budget. The list of CUNY international education liaisons may be found at the following <<http://www.cuny.edu/academics/programs/international/students/campus-offices.html>>.

In addition to the cover sheet, the international trip, travel, or program proposal must include the following:

- A. Academic purpose of the program, which includes a rationale for the overseas location of the program and a description of the way(s) the program will complement and/or supplement the on-campus curriculum. If the program proposes a new course, please describe the learning objectives of the experience.
- B. Brief description of the academic program, which, where appropriate, includes:
  1. course(s), including preliminary syllabus (adaptation of existing course or new experimental course proposal) and general teaching times;
  2. field trips and their relation to course(s) or academic purpose of program and guidelines for health and safety for the program;
  3. guest lecturers;
  4. institutional affiliation;
  5. classroom/academic facilities (e.g., library, computers, etc.); and
  6. special projects.
- C. Profile of desired participants (e.g., class year, major or minor, etc.).
- D. Prerequisite courses, skills, or abilities (e.g., language ability, lab experience, etc.).
- E. Type of credit students will receive.
- F. Brief description of planned pre-departure preparation/orientation.
- G. Brief description of any follow-up activities building on the experience on return.
- H. Proposed budget.

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<sup>13</sup> Courtesy of John Jay College of Criminal Justice Office of International Studies and Programs



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## CUNY INTERNATIONAL TRAVEL NOTIFICATION FORM

The Program Director shall complete this International Travel Notification Form and submit it to the Office of the Provost, the college Office of Public Safety, the program director's department, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks prior to commencement of travel. Sponsored trips must follow the CUNY International Travel Guidelines which can be found at < <http://www.cuny.edu/academics/programs/international/faculty.html> >.

### To Be Completed by the Program Director

Contact Information at CUNY	
Faculty/Staff Name:	
College:	Department:
Office Phone:	Cell/Home Phone:
Email address:	Fax:
Program Director will accompany the group abroad: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Contact Information at International Site	
Faculty/Staff Name:	
Office Phone:	Cell/Home Phone:
Email address:	
Physical Address at International Site:	
<i>If other staff or faculty will (also) accompany the group, please attach their contact information.</i>	

Academic Information (if applicable)
Course/Program Title:
CUNY Course Equivalent(s):

Logistics (attach additional sheets as necessary)
Departure Date and Time (from New York):
Return Date and Time:
Destination(s):
Number of Participants (including trip program director):
If a third-party tour company or provider will be assisting with logistics in-country, please list name of the company/organization, contact information, and how the arrangement came about:

Please describe primary mode(s) of transportation (to country and within the country) including names of companies used, flight number and information, etc.:
Please describe the living accommodations planned for students and faculty, including type of accommodation, living address, and contact information:
U.S. Department of State Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. Travel Alerts are issued to describe short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens < <a href="http://travel.state.gov">http://travel.state.gov</a> >. Please indicate if there are U.S. Department of State advisories for the destination(s):
Please indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s) < <a href="http://wwwnc.cdc.gov/travel/default.aspx">http://wwwnc.cdc.gov/travel/default.aspx</a> >:

Please attach the following:

- (1) Detailed Trip Itinerary (e.g., daily class and/or field trip schedule with locations)
- (2) List of Students and Their Emergency Contacts (see [CUNY Emergency Contact Information Sheet](#))

<b>Received by the International Education Liaison</b>
Name:
Signature:
Date:
<b>Received by the Office of the Provost</b>
Name:
Signature:
Date:

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## CUNY EMERGENCY CONTACT INFORMATION SHEET

The following information must be completed for each participant who will be attending the event/trip.

Last Name	First Name	Last Four Digits of CUNY ID	Street Address	City	State	Zip	Phone Number	Email Address	Home College	Contact Info. While Abroad (e.g. email, int'l cell phone)	Emergency Contact Last Name	Emergency Contact First Name	Relationship	Emergency Contact Phone Number 1	Emergency Contact Phone Number 2

## CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and cannot be altered or adapted except in the answerable fields without approval from OGC.

**PART A** to be completed by the Program Director (then duplicated for completion of Part B by participating students)

### Description of Activity

\_\_\_\_\_ College (“College”) of The City University of New York (“University”) believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this International Travel Participation, Waiver, and Emergency Contact Form and submit it to the Program Director prior to the Activity.

Description of Activity: \_\_\_\_\_, including travel to and from Destination of Activity

Destination of Activity: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Affiliation of Program Director to College/University: \_\_\_\_\_

Name of Trip Chaperone (if applicable): \_\_\_\_\_

Contact Telephone Number on Date(s) of Activity: \_\_\_\_\_

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**PART B** to be completed and signed by the participating student and notarized; if under 18, also by his/her parent or legal guardian and notarized

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at <http://travel.state.gov> and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.
2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the

University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.
4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Activity and to the University’s/College’s willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.
5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well being with respect to any travel to destinations beyond those specifically required for the Activity that I may choose to undertake before, during, or after the Activity
6. I understand that it is within the College’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.

7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to disclose such conditions or problems.
8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance as required by the College and have or will obtain and maintain the same health, accident, disability, hospitalization, property and travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.
9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.
10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.
11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.
12. I agree that should any provision or aspect of this International Travel Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.
13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

14. I am printing my contact information below:

Name of Participant:                      CUNY ID:

Local Address:

City:                      State:                      Zip:

Cell Phone:                      Email address:

15. I am printing my **emergency contact information** below:

In case of emergency, notify:

Name:





**IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:**

1. I am the parent or legal guardian of my child named and who signed on the previous page.
2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that my child is expected to behave responsibly and to follow the University's discipline code and policies and that failure to do so may subject the student to removal from the Activity.
4. I have read and understand this International Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by my child is accurate and complete.
5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.
6. I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility.
7. I agree, for myself and for my child, to be bound by its terms.

\_\_\_\_\_  
 Print First and Last Name of Parent or Guardian

\_\_\_\_\_  
 Signature of Parent or Guardian

STATE OF \_\_\_\_\_ )  
 ) ss.:  
 COUNTY OF \_\_\_\_\_ )

On this \_ day of \_\_\_\_\_, 201\_\_\_, before me personally appeared \_\_\_\_\_

\_\_\_\_\_ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary  
 Stamp

\_\_\_\_\_  
 Notary Public

Notary Public

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## CUNY INDEPENDENT TRAVEL NOTIFICATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without approval from OGC.

College: \_\_\_\_\_ Department: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Description and Purpose of Trip: \_\_\_\_\_

Name and Contact Information of Local Sponsor (university, institution, etc.) \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_ Return Date and Time: \_\_\_\_\_

Trip Itinerary: \_\_\_\_\_

Indicate if there are U.S. Department of State Warnings or Alerts for the destination(s)  
<<http://travel.state.gov>>: \_\_\_\_\_

*If there are any advisories, please notify your Student Affairs office (graduate students) or Study Abroad office (undergraduate students) as soon as you are aware of the advisories so that your travel can be reviewed by the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.*

Indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s) <<http://wwwnc.cdc.gov/travel/default.aspx>>:

I wish to participate in the trip described above (“Activity”), and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at <http://travel.state.gov> and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.
2. I understand that while I have made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including

death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.
4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus. I will comply with the University's rules, standards, and instructions for student behavior generally and for the Activity, including the College's Code of Student Conduct and the Henderson Rules of Public Order (collectively, "standards"). I acknowledge and understand that my compliance is important to the success of the Activity and to the University's/ College's willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.
5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well being with respect to any travel that I may choose to undertake before, during, or after the Activity.
6. I understand that it is within the College's discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.
7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity. I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to disclose such conditions or problems.
8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance as required by the College and have or will obtain and maintain the same health, accident, disability, hospitalization, property and travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake

before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.
10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.
11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.
12. I agree that should any provision or aspect of this International Travel Notification, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.
13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.
14. I am printing my contact information below:

Participant Name: \_\_\_\_\_ CUNY ID: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

15. I am printing my **emergency contact information** below. In case of emergency, notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
Email: \_\_\_\_\_

16. I will submit this form to the Office of Student Affairs (graduate students) or the Study Abroad office (undergraduate students) prior to my departure.

**I am at least eighteen years old, I wish to participate in the Activity, I have read and completed this Independent Travel Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily in the presence of a notary.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) ss.:

COUNTY OF \_\_\_\_\_)

On this \_\_\_ day of \_\_\_\_\_, 201\_\_\_, before me personally appeared \_\_\_\_\_

\_\_\_\_\_ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary  
Stamp

\_\_\_\_\_  
Notary Public

***If participating student completing and signing this form is under the age of 18, then the following page must be completed and signed by the student's parent or legal guardian in the presence of a notary.***

**IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:**

1. I am the parent or legal guardian of my child named and who signed on the previous page.
2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that my child is expected to behave responsibly and to follow the University's discipline code and policies and that failure to do so may subject the student to removal from the Activity.
4. I have read and understand this Independent Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by my child is accurate and complete.
5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.
6. I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility.
7. I agree, for myself and for my child, to be bound by its terms.

\_\_\_\_\_  
Print First and Last Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

STATE OF \_\_\_\_\_)

\_\_\_\_\_ ) ss.:

COUNTY OF \_\_\_\_\_)

On this \_ day of \_\_\_\_\_, 201\_\_, before me personally appeared \_\_\_\_\_

\_\_\_\_\_ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary  
Stamp

\_\_\_\_\_  
Notary Public

Notary Public



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## PROGRAM DIRECTOR CHECKLIST FOR INTERNATIONAL PROGRAM

### SAFETY AND RISK MANAGEMENT: PLAN AHEAD

- Approval:** Ensure the trip has followed the appropriate approval procedures as outlined in the [CUNY International Travel Guidelines](#).
- Contracts:** Provide the Office of the General Counsel with all contractual agreements. *ONLY authorized University officials may sign contracts on behalf of CUNY.* All purchases and expenditures must be made through the campus purchasing office.
- Do Your Homework:** Familiarize yourself with the destination and review any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <<http://www.state.gov/>>.
- Housing:** Organize housing and accommodations (e.g., dorms, hotels, homestays, etc.) for all members for the duration of the trip.
- Transportation:** Organize modes of transportation (e.g., group flight, bus tours, etc.).
- Field Trips:** Organize excursions, events, and field trips.
- Communication:**
  - Determine who on the CUNY campus should be contacted in the event of an emergency.
  - Check in periodically with CUNY campus and inform designated campus officials of changes to itinerary.
- Health and Emergency Services:**
  - Identify suitable and recommended medical professionals and hospitals.
  - Know the sites abroad and how to access health and emergency services there.
  - Familiarize yourself with emergency protocols and be prepared to respond in the event of an emergency.
  - Bring a first aid kit (include bandages, gauze, ace bandage, antiseptic, cotton-tipped applicators).
- Required Documents:**
  - Fill out, file, and provide copies to designated College officials of all required documents, including copies of the required forms from students (e.g., copies of passports, emergency contact information, completed [International Travel Participation, Waiver, and Emergency Contact Form](#), etc.).
  - Consider scanning required documents and e-mail them to yourself.
  - Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.
  - Verify proof of insurance for all trip participants.
  - During the trip, have access to all campus, host site, and student contact information in case of an emergency.
- Register:** Register the trip with the U.S. Department of State (DOS) at <<https://travelregistration.state.gov/ibrs/ui/>>. (Note: The DOS system only allows for U.S. citizens to register their trips. Inform non-U.S. citizen travelers to notify their respective countries of nationality of their travel plans.)
- University Policies:** Familiarize yourself with University policies (e.g., alcohol and drug use, sexual harassment, confidentiality, students with disabilities, Henderson Rules of Public Order, etc.).

[Over]

## PREPARE STUDENT FOR TRAVEL

- Pre-Departure Orientation:** Hold mandatory pre-departure orientation(s) for students covering the following items:
  - Insurance coverage**
  - Medical preparedness:** e.g., physical exams and voluntary disclosure of any health conditions or disabilities that will need accommodation during the trip.
  - Required travel documents:** find out which travel documents are required for the trip (e.g., passport, visa, etc.) and communicate this information with the students.
  - Vaccinations:** find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines at <http://wwwn.cdc.gov/travel/destinationList.aspx> and communicate this information to the students.
  - Psychological and social preparedness:** e.g., stress, culture shock, etc.
  - Drug and Alcohol Policy:** <http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>
  - Food and drink safety:** discuss food/drink safety and other common health concerns.
  - Personal safety:** e.g., not to walk alone at night, cultural considerations for women, traffic rules, etc.
  - Behavior:** discuss student behavioral responsibility.
  - Emergency protocol:** discuss basic emergency protocol and preparedness.
  - Items students should pack:** e.g., appropriate clothing, required course materials, required medication, passport, visa, money, insurance card, ID card, laptop, converters, etc.
  - Trip itinerary:** including where and when to meet in the foreign country, living accommodations, class schedule, trip schedule, etc.
  - Currency:** discuss the type of currency used in the host country, the conversion rate, how to convert or obtain money in the host country, etc.

## OTHER CONCERNS

- Consult** the appropriate campus offices for other topics to address in student preparation for the trip, such as:
  - Registration**
  - Financial Aid**
  - Student Billing and Bursar Matters**

## ADDITIONAL RESOURCES

- CDC Study Abroad Tips:** <http://wwwnc.cdc.gov/travel/content/study-abroad.aspx>
- SAFETI for Program Directors:** <http://www.globaled.us/irl/programadmin.html>
- U.S. Department of State – Students Abroad:** <http://studentsabroad.state.gov/>

## STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM

### SAFETY AND RISK MANAGEMENT: PLAN AHEAD

- Required Documents:** Obtain your Passport or any required visas as soon as possible. For more information, visit <[http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)> or contact the Program Director.
  - Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.
- Travel Warnings:** Check out any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <<http://www.state.gov/>>.
- Do Your Homework:**
  - Review the weather and local conditions for the duration of time you're visiting.
  - Investigate the laws, legal system, political landscape, and culture of the country you're visiting.
- Orientation:** Attend all mandatory pre-departure orientations headed by the program director.
- Financial Information:**
  - Know the credit limits on all your credit cards as well as how to contact those companies while abroad. You should also contact your bank and credit card company to inform them of your travel plans (including location and length of stay), so that your accounts will not be frozen unexpectedly while you are away.
  - Order foreign currency and/or traveler's checks. (Try not to carry around excessive amounts of cash).
- U.S. Embassy:** Know the location and how to contact the closest embassy or consulate of all your destinations by visiting <<http://usembassy.state.gov>>. You may use the CUNY Emergency Contact Card available at <<http://www.cuny.edu/studyabroad>> to record this information along with other emergency contact information. (Non-U.S. Citizens should research the embassy and consulate of their countries of nationality.)
- Communication:**
  - Find out whether or not your cell phones/wireless mobile devices will work abroad.
  - Retain contact information for international host institution, program director and U.S. based college campus.
  - Plan for multiple ways to contact home (e.g., calling card, internationally accessible email address, cell phone, etc.).
- Packing:**
  - Pack appropriately (e.g., suitable clothing, toiletries, etc.). For a suggested packing list for students abroad, please visit the U.S. Department of State site <<http://studentsabroad.state.gov/content/pdfs/Packlist.pdf>> or contact the program director.
  - Do not bring valuables beyond those you require.
  - If you are concerned about theft/loss, please consider purchasing Travelers Insurance.

### CUNY BEHAVIOR POLICIES

- Drug and Alcohol Policy:** Familiarize yourself with CUNY's Policy <<http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>>.
- University Policies:** Familiarize yourself with the Henderson Rules of Public Order <<http://www.cuny.edu/about/info/policies/rules-and-regulations-for-the-maintenance-of-public-order.html>> and Article XV – Students <<http://policy.cuny.edu/toc/btb/>>.

[Over]

## MEDICAL PREPAREDNESS

- Physical Exam:** Schedule a complete physical examination with your physician.
- Prescriptions:**
  - Find out whether your prescriptions are considered illegal narcotics in the country you're visiting. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for treating any allergies or other unique medical conditions you might have.
  - Bring an adequate supply of any medication you require for the duration of the trip.
  - Keep all medications in their original containers.
- Vaccinations:** Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines and arrange to obtain those that are required.
- Disclosure of Medical History:** You may voluntarily disclose any disabilities, problems, or special health issues that may need to be accommodated during the trip to your program director.
- Medical Insurance:**
  - Verify that you have valid health and travel insurance that will cover you while abroad. Coverage areas should include: major medical, evacuation, and repatriation.
  - Carry your insurance card with you at all times during the trip.

## BEFORE YOU LEAVE

- Copy Documents:** Leave copies of the following documents with someone at home:
  - Passport identification page
  - Airline information
  - Driver's license
  - Credit cards
  - Serial numbers of your traveler's checks
  - Your contact information abroad (phone, e-mail, address)
  - Emergency contact information abroad
  - Insurance information
- Consider scanning important documents and e-mailing them to yourself.
- For the Airport:**
  - Make sure your *covered* luggage tags are labeled with your name, address, and telephone numbers. Also, place your contact information *inside* each piece of luggage.
  - Familiarize yourself with the current TSA luggage guidelines for air travel at <http://www.tsa.gov> and find out how much luggage your airline will allow.
  - Arrange transportation to and from the airport(s).
  - If you are concerned about trip cancellation, you may consider purchasing Trip Interruption/Cancellation insurance.

## ADDITIONAL RESOURCES

- U.S. Department of State – Students Abroad: <http://studentsabroad.state.gov/>
- U.S. Department of State – Tips for Student Travelers: [http://travel.state.gov/travel/tips/tips\\_1232.html](http://travel.state.gov/travel/tips/tips_1232.html)
- U.S. Department of State – 911 List: <http://studentsabroad.state.gov/togo/911list.php>
- CDC Study Abroad Tips: <http://wwwnc.cdc.gov/travel/content/study-abroad.aspx>

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# CUNY EMERGENCY CONTACT CARD TEMPLATE



## Emergency Contact Card CONTACTS ABROAD

Student Name \_\_\_\_\_  
Sponsoring College \_\_\_\_\_  
Study Abroad Program \_\_\_\_\_  
On-Site Address \_\_\_\_\_  
On-Site Program Director Name/Phone \_\_\_\_\_  
Peer Phone (someone on the trip) \_\_\_\_\_  
Emergency/Police (in host country) \_\_\_\_\_  
US Embassy/Consulate Phone \_\_\_\_\_

## Emergency Contact Card CONTACTS IN U.S.

Dialing the U.S.  
Host Country's Exit Code \_\_\_\_\_ + 1 +  
Campus Study Abroad Office Phone \_\_\_\_\_  
Campus Public Safety Phone \_\_\_\_\_



## Emergency Contact Card CONTACTS ABROAD

Student Name \_\_\_\_\_  
Sponsoring College \_\_\_\_\_  
Study Abroad Program \_\_\_\_\_  
On-Site Address \_\_\_\_\_  
On-Site Program Director Name/Phone \_\_\_\_\_  
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Sponsoring College \_\_\_\_\_  
Study Abroad Program \_\_\_\_\_  
On-Site Address \_\_\_\_\_  
On-Site Program Director Name/Phone \_\_\_\_\_  
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