Vanderbilt University Student International Travel Policy
Request for Exception by a Student

Submit the completed request to peter.nordberg@vanderbilt.edu or Baker Building, Suite 800.

PLEASE PRINT or TYPE

Name: ____________________________
(first) (middle) (last)

Citizenship: _____________________________________________________________________________

E-mail:__________________________________________Phone Number:_________________________

Department or School:__________________________Year of study (1st, 2nd,..)________Degree Sought:______

Country(ies) of Travel:____________________________Dates of Travel: ____________________________

Vanderbilt funds used for travel (name and amount of funds):_______________________________________

Credit proposed (subject and amount of credit):____________________________________________________

Name of Faculty/Staff Advisor: ___________________Dept/College: _________________________________

Email:__________________________________________Phone: ________________________________

I certify that I have discussed this request for an exception to the travel policy with my faculty/staff
advisor. I understand that the Study Abroad Risk Assessment Committee will make a decision after
receipt of the completed request. The faculty/staff advisor and I will be informed of the committee’s
decision.

Signature of student requesting exception: ____________________________ Date: __________

Please provide the following: Answers to questions 1-7 in an attached word document, this signed form and a letter of
support from your department (item 8)

1. A proposal for your project or study abroad program. This should include a description of the project, how the project
meets your academic, research, service or career goals, and those goals could not be met by travel to an alternative
location.

2. Information on prior experience in the location, other travel experience that prepares you for travel to this region, and
pre-departure preparation that you will receive.

3. Evidence that you understand the safety, security and/or health risks involved in travel to this country and a plan to
mitigate or avoid the risks.

4. Information on the security and facilities at both the local partner organization, the accommodation where you will be
staying, and the transportation you will be using. Be as specific as possible and provide supporting information from
sources in the country you will be visiting and/or at the local organization.

5. An explanation of how you will be contacted while you are overseas.

6. A detailed plan of evacuation in the case of a medical emergency or crisis situation, including knowledge of how to
travel to the capital city or evacuation point, knowledge of local hospital facilities.

7. A copy of your itinerary with all travel arrangements. This should include a backup plan in the event that there are
unforeseen changes in your itinerary (Example: The person meeting you at the airport does not arrive).

8. A letter of support from your advisor, confirming the academic value of travel to the prohibited region, and attesting to
your maturity related to your proposed travel.