



<b>Policy Title:</b>	International Travel Policy
<b>Policy Owner:</b>	Education Abroad
<b>Effective Date:</b>	April 22, 2025
<b>Last Updated:</b>	July 1, 2025
<b>Scheduled Review</b>	July 1, 2027
<b>Related Policies:</b>	<a href="#">Education Abroad Policy and Procedures</a>
<b>Related Forms:</b>	<a href="#">Travel Advisory Petition</a>

## I. POLICY STATEMENT

Seattle University (“Seattle” or “University”) is committed to providing international travel opportunities for study, research, service, training, immersions, internships, and other activities that fulfill the University’s educational mission. There are, however, inherent risks in international travel and heightened health and safety risks in certain locations. Subject to the procedure for requesting an exemption described below, Seattle University therefore prohibits University-related international travel to “high-risk international locations”<sup>1</sup> (as that term is defined in this Policy), and requires all students, faculty, and staff who wish to participate in University-related international travel to register their travel plans, as described below.

## II. PURPOSE

To support the University’s commitment to providing international academic opportunities and to ensure the health and safety of members of the University community.

## III. APPLICABILITY/RESPONSIBILITY

This Policy applies to all students, faculty, staff, or program leaders who wish to participate in University-related international travel.

## IV. DEFINITIONS

**Faculty and Staff:** Any person employed by the University in any capacity.

**High-Risk International Location:** An international location, including a region or city within a larger country, that falls under any of the following travel advisories or restrictions:

- U.S. [Department of State Bureau of Consular Affairs](#) Travel Advisory Levels 3, 4, or “Other”<sup>2</sup>
- [World Health Organization](#) Travel Restriction
- [U.S. Centers for Disease Control and Prevention](#) Travel Advisory Level 3
- U.S. [Department of Treasury Office of Foreign Assets Control](#) Travel Restriction.

**Student:** Any person currently enrolled in an academic program of the University, including but

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<sup>1</sup> These travel advisory and restriction resources do not always consistently incorporate health and safety considerations for LGBTQIA+ travelers. The University strongly recommends that LGBTQIA+ travelers also consult with the Education Abroad Office to address concerns about their destination’s security considerations, the steps they can take to maintain their safety, and how to safely get help if needed.

<sup>2</sup> The “Other” designation is applied by the State Department when some, but not all regions or areas in a foreign country are designated as “Level 3” or “Level 4.” In such situations, whether the location is a “high-risk international location” will be determined based on the specific region or city to which the individual intends to travel.



not limited to degree programs, credit-bearing non-degree programs, and professional certificate or executive education programs.

***University-Related International Travel:*** International travel supported by or related to Seattle University, including but not limited to travel:

- Funded in part or in full by University funds;
- For which academic credit is awarded or accepted by the University;
- Organized by or affiliated with a University group or organization;
- For purposes of University-related research, teaching, or conference attendance;
- Where international travelers are representing Seattle University; or
- Long-term travel (defined as more than one month) during which the individual will be working more than ten hours per week for the University or remain enrolled in a University course or courses.

### V. POLICY REQUIREMENTS

#### A. ***Registration Requirement***

Individual students, faculty, staff, or program leaders who wish to lead or participate in University-related international travel are required to register their planned travel through the University's [Travel Registry](#). To ensure they timely receive resources and information relevant to their travel, individuals who wish to lead or participate in University-related international travel should register no later than one week prior to their intended departure date.

#### B. ***Travel to High-Risk International Locations Prohibited***

Subject to the procedure for requesting an exemption described in Subsection C, below, Seattle University prohibits University-related international travel to high-risk international locations.

#### C. ***Procedures for Requesting an Exception to Travel to a High-Risk International Location***

Individual students, faculty, staff, or program leaders who wish to travel to high-risk international locations for University-related international travel may petition for an exception to this policy if the desired destination is designated by the U.S. Department of State Bureau of Consular Affairs as Level 3 or lower. Travel to high-risk international locations that are designated as Level 4 or above is strictly prohibited unless the reason for the designation is for COVID-19 infection rate, in which case, interested parties can petition for an exception.

1. **Decision Process.** An International Risk Assessment Committee (the "Committee") reviews petitions and provides a recommendation to the Provost or their designee. The Committee is comprised of the Director of Education Abroad, the Dean of Students or their designee, a representative from the Office of University Counsel, a faculty member with international research experience, and the Director of Public Safety or their designee. The Director of Education Abroad will chair the Committee ("Committee Chair"). The Committee Chair, at their discretion, may add additional University officials to the Committee or consult with other University officials or third parties on a case-by-case basis.

The Committee makes a recommendation to the Provost or their designee. The Provost or their designee determines whether to grant or deny the petition. The decision is final.



2. **Requests for Exception to Travel Policy.** Requests for an exception must be submitted in writing using the *Exception to Travel Petition* form and submitted to the Committee Chair. Petitions must provide sufficient evidence demonstrating that travel to the location poses minimal risk to the health and safety of participant(s). Updates to previously submitted petitions are necessary if in-country conditions change.
3. **Petition Submission Deadlines.**
  - a. The Committee reviews petitions four times per calendar year. Petition submission deadlines are:

<b>July 15</b>	Travel Period of September – November
<b>October 15</b>	Travel Period of December – February
<b>January 15</b>	Travel Period of March – May
<b>April 15</b>	Travel Period of June – August
  - b. Provided they register their travel through the University's [Travel Registry](#) pursuant to Subsection A, above, faculty members who travel to a single high-risk international locations more than one time per academic year, or in multiple of the above travel periods during one academic year, need only submit an Exception to Travel Petition Form and undergo the review required by this Policy one time per academic year, before their first travel date. For example, if a faculty member intends to travel to a high-risk international location in three, one-week trips in December and January, they need only submit a single Exception to Travel Petition Form by October 15 of the preceding calendar year. Similarly, if a faculty member intends to travel to a high-risk international location on University business from March through July, they need only submit one Exception to Travel Petition Form by January 15 of the same calendar year.
4. **Notification.** The petitioner receives notification in writing via email from the Committee Chair within thirty (30) days after the petition deadline. If the petition is granted, the Education Abroad Office will provide a waiver of liability specific to the program location that must be completed and signed by all participants and filed with the Education Abroad Office no later than thirty (30) days prior to travel.
5. **Change in Conditions.** The University reserves the right to cancel programs, make program modifications or request an immediate evacuation at any time should local conditions change and affect travel advisories or restrictions.

**Questions?** Contact the Education Abroad Office at (206) 296-2226.