



AMERICAN UNIVERSITY  
WASHINGTON, D.C.

## INTERNATIONAL TRAVEL AND SAFETY

### II: Approval Procedures

- A. All university-sponsored study abroad, class trips and related academic or other activities held outside the United States must be approved in writing by the dean of the academic unit sponsoring the activity.
- B. Requests for new international programs must include a risk assessment of the proposed location prior to submission to the provost for final approval. A description of the program orientation must also be included.
- C. After the dean's approval, all international coops, internships, and externships, except for the World Capitals Program (WCP) and Washington College of Law (WCL), will be processed through the Career Center.
- D. Student requests to attend study abroad programs sponsored by other universities can be approved only for purposes of academic credit. Such approval implies no judgment about the program or the safety of its location. Students assume complete responsibility and risk in attending these programs, which must be stated and signed by the student on the request form.
- E. International activities sponsored by AU-recognized student clubs and organizations must follow the procedures of the Office of Student Services.
- F. Faculty or staff travel must be authorized and approved by their respective dean or vice president.

### III: Travel Requirements, Safety, Health and Country Information:

- A. OIA gathers and updates country information, travel document requirements, safety and health information. A check list of pre-departure information and requirements will be provided to faculty, staff or students traveling abroad.
- B. Prior to departure, all participants must show proof of health insurance coverage while overseas. Information on how to obtain appropriate coverage will be provided by OIA.
- C. Participants in study abroad programs and university-sponsored international activities must sign a Liability Release Form and complete an Emergency Contact and Insurance Form prior to their departure. The originals of these forms must be kept on file for a minimum of three years by the academic or administrative unit in charge of the international activity, with a copy in OIA.

- D. Participants in the World Capitals Program, WCL, and Career Center coops/internships will be given the necessary information and forms through their respective administrative offices.

#### **IV: Orientation**

- A. OIA will provide a template of core information required to be covered during orientation, which will be given to all units conducting orientation.
- B. All study abroad programs and university-sponsored international activities must include pre-departure orientation for all participants. Although face-to-face orientation is ideal, orientation materials will be made available in written and electronic formats to accommodate student needs.
- C. The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all participants attend or receive the materials in written or electronic formats.
- D. At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
- E. For study abroad programs where groups of participants will live abroad for a semester or longer, an on-site, post-arrival orientation must be conducted by the on-site coordinator during the first week of the program.
- F. Participants will be subject to the laws and customs of the locations they visit. American University is not responsible for the violation of any laws and customs by the participants.
- G. The AU Conduct Code, Student Handbook, Academic Integrity Code, and other academic policies or rules apply to all university-sponsored activities abroad.
- H. AU is not obligated to provide a pre-departure orientation for AU students attending study abroad programs provided by other colleges/universities. These students should attend the orientation programs provided by those colleges/universities.
- I. Units that sponsor international activities should provide re-entry orientation to AU students returning from abroad. Also, international students who are returning home permanently should be provided a re-entry orientation to their home country.
- J. To the extent possible, WCP sites and staff will be used as resource centers for orientation information and materials.

#### **V: Emergency Procedures**

- A. In the event of an emergency while participating in an AU international activity, the participant should immediately contact:
- the nearest US consular service for direct assistance.

- the AU on-site program director or staff.
- the World Capitals Program office in Washington, DC for WCP activities or the Career Center for coops, internships and externships.

B. If medical attention is needed, the participant should go to the nearest hospital or clinic or to the service provider recommended by participant's health insurance company. If participants are covered by private insurance in the United States, participants should know and follow the procedures for health and accident claims while overseas.

**VI. Distribution and Change of Policy:**

- A. This policy should be distributed to every person traveling abroad for any AU-sponsored program or activity.
- B. The university reserves the right to change this policy in light of changing circumstances affecting travel, safety, health or other matters related to the best interest of the university.