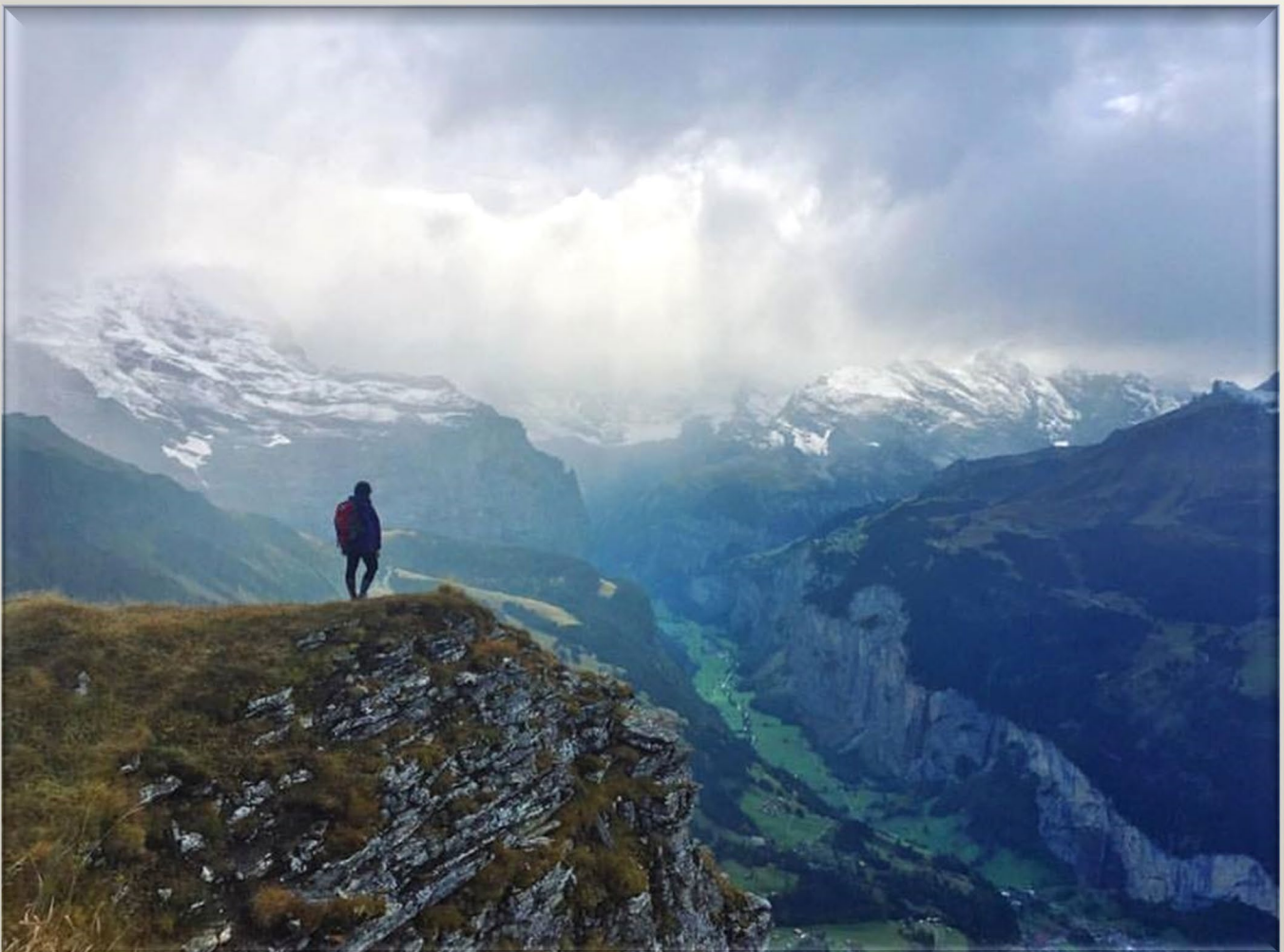


2022

# Planning a Safe Trip Abroad



University of Southern Indiana  
Center for International Programs

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Center for International Programs  
www.usi.edu/international  
UCE 1235  
465-1248

## USI Policy Regarding Program Administration

All program directors responsible for USI student or faculty travel abroad must adhere to the USI policy regarding Study Abroad and Faculty-Led Travel programs. These guidelines have been established to ensure the health and safety of all program participants.

### Responsibilities of Program Directors

1. Obtain approval for proposed programs from appropriate sources in department, college, and from the Office of Academic Affairs.
2. Attend the annual orientation program for program directors covering safety and liability and other pertinent topics, sponsored by the Center for International Programs (CIP), Travel Services (TS), and Risk Management (RM).
3. When possible, conduct site evaluations for proposed new programs as well as periodic reviews of existing programs with regards to health and safety.
4. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program. Monitor health-related issues through the [U.S. Center for Disease Control](#). Alert participants of risks in the areas of travel.
5. Monitor the social and political situations of the host countries, at a minimum, through the [US Department of State Travel Advisories](#). USI restricts international student travel to countries with a Level Three (Reconsider Travel) or Level Four (Do Not Travel) U.S. Department of State Travel Advisory. In case of change in the threat level prior to or during the program, consult with the Study Abroad Risk Management team to determine the necessary action. **Refer to Advisory Policy on page 23.**
6. Work closely with the offices of the Registrar, Student Financial Assistance, the Dean of Students, and the Bursar on the program participants' status, registration, tuition, and financial accountability as well as receipt of foreign transcripts upon completion of program if applicable.
7. Conduct, or have conducted on their behalf, regular, on-site inspections and reviews of their respective programs to ensure the safety of each international experience and location. Every USI student should have timely on-site access to a USI faculty/staff member or officially designated in-country professional provided by the host institution/organization to assist with academic, logistical, and organizational problems during the program.
8. Provide their respective participants with accurate and reliable pre-departure information through orientation meetings and publications, including information on the culture as well as on travel advisories announced by the U.S. Department of State, disclosure of known risks to health and personal safety, academic practices at the host institution, and cultural and legal norms that vary from customs in the United States.

9. Work with the CIP to set up your program's myUSI study abroad portal application once your program is approved. Require your participants to complete the application whether or not they are current USI students.
10. Require participants to show evidence of appropriate health insurance coverage for the duration of the program. Either provide appropriate health and travel accident insurance to participants, or provide information about how to obtain appropriate coverage.
11. Ensure that all participants have supplemental travel insurance which includes repatriation and medical evacuation. Groups traveling in the name of USI are covered through the Office of Risk Management. Additional trip cancellation insurance is strongly recommended for all student groups.
12. Ensure that all participants complete a study abroad application through myUSI, read and sign a Participant Agreement and Release Form, an Authorization of Medical and Surgical Consultation/Treatment Form, and complete the Health Information Form before participation in the program. Forms are available through the myUSI study abroad portal managed by the Center for International Programs.
13. Provide information for participants and their parents/guardians regarding when and where the sponsor's responsibility ends, and the range of aspects of participants' international experiences that are beyond the sponsor's control. In particular, program sponsors and directors generally:
  - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments;
  - b. Cannot monitor or control all the daily personal decisions, choices and activities of individual participants;
  - c. Cannot prevent participants from engaging in illegal, dangerous, or unwise activities;
  - d. Cannot assure that U.S. standards of due process apply in legal proceedings outside of the U.S. or provide or pay for legal representation for participants;
  - e. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information;
  - f. Cannot assure that home-country cultural values and norms will apply in the host country.
14. Develop contingency plans to follow in case of an emergency while leading a group outside the U.S. Provide information to participants on whom to contact in case of an emergency both at home and abroad. Follow appropriate USI Emergency Action

Protocol (p.17) when an emergency occurs in the U.S. or abroad. Submit a copy of your emergency plan to the CIP before departure.

15. When reasonable and appropriate, conduct a post-program debriefing for participants which addresses issues of reverse culture shock and re-entry into American society.

### **The Center for International Programs (CIP)**

1. With input from the faculty member, CIP creates a program brochure, accessible through the study abroad portal of myUSI, maintains the program description and application materials and manages the submission of required documents.
2. Provides information and resources to program directors on issues of health and safety abroad.
3. Upon request, provides consultation and review of program proposals.
4. Upon request, assists with pre-departure orientation and re-entry programs.
5. Provides emergency action protocol that enables program directors abroad to contact USI on a 24-hour basis.
6. Coordinates on-campus action of the Study Abroad Risk Management Task Force (in cooperation with the Provost and the Vice President for Student Affairs) in case of an emergency abroad.



# USI International Study/ Travel Program Approval Form

Please Check:       Program for USI Credit       Non-Credit Program

## PROGRAM INFORMATION

Program Director : \_\_\_\_\_ Campus Phone : \_\_\_\_\_ Email : \_\_\_\_\_

Sponsoring Academic Unit(s) : \_\_\_\_\_

Program Name : \_\_\_\_\_ Projected Program Dates : \_\_\_\_\_

Program Location : \_\_\_\_\_ (City/Country)

Courses Offered :    

<i>(title)</i>	<i>(credit)</i>	<i>(instructor)</i>
----------------	-----------------	---------------------

## SUBMIT TO ACADEMIC AFFAIRS NO LATER THAN 6 MONTHS PRIOR TO PROGRAM DEPARTURE

- Approval Form
- Program Proposal (see enclosed outline)
- Course Description(s)
- Academic Affairs Travel Request & Class Coverage From (faculty) or Student Affairs Travel Authorization (staff)

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

## APPROVALS

Department Head \_\_\_\_\_

Approved    Approval Pending    Not Approved

Date \_\_\_\_\_

Comment \_\_\_\_\_

Dean \_\_\_\_\_

Approved    Approval Pending    Not Approved

Date \_\_\_\_\_

Comment \_\_\_\_\_

Provost \_\_\_\_\_

Approved    Approval Pending    Not Approved

Date \_\_\_\_\_

Comment \_\_\_\_\_



## USI International Study/Travel Program Proposal

**Basic Description of the Program and Rationale.** Briefly describe the proposed program and its location. At what academic institution abroad will the program take place, if any? Co-sponsoring U.S. institutions or organizations, if any? Is there any conflict or overlap with existing USI study abroad programs? What evidence is there of USI student demand/need for this program?

**Eligibility.** Academic requirements (GPA, prerequisites, class standing, language level); Open to USI students only? Students outside USI?

**Pre-departure Orientation, On-site orientation:** Describe.

**Academic Program Abroad.** Briefly describe the overall instructional program. How many credits will each participant be required to take? If no credits will be earned, what is the academic purpose of the program? Which degree requirements can be satisfied on the program? Instructional schedule and classroom contact hours. Describe classroom or other teaching facilities on site. Who will determine students' grades and on what basis?

Indicate whether students will be enrolled in courses:

- 1) taught by an accompanying U.S. faculty member (include course description), regular host university courses: Description of university, range of courses offered, and illustrative course descriptions;
- 2) Special courses for international students taught by host country faculty
  - a) Course descriptions for courses that will be taught and the USI equivalent course number for each
  - b) CV's or qualifications of instructors


**Supplementary Activities.** Describe excursions or group activities that complement the program.

**Room and Board.** Describe student housing accommodations and meal arrangements.

**Program Budget** Contact International Programs (465-1248) or Travel Services (464-1990) if you would like assistance in preparing a realistic budget projection. Program budgets should be based on a minimum of 12 participants. You will need to consider costs for the following:

- Salaries for instructional staff
- U.S. staff travel to program site
- Tuition & fees to host institution abroad
- Tuition & fees to USI
- Fees for use of instructional space
- Administrative costs (publicity, office expenses)
- Group excursions (bus rental, hotels, guides, admission fees, etc.)
- Student housing (if paid through program fee)
- Student meals (if included in program fee)

- Supplemental insurance
- Exchange rate differential
- Study abroad administration fee \$150 for short term, \$300 for semester

<b>Program Name:</b> University of Southern Indiana, Short-Term Program Budget Calculator						
<b>Location:</b>		<b>Program Director(s):</b>				
<b>Term:</b>		<b>Program Dates:</b>				
<b>Currency Exchange Rate: 0.00 to \$1 USD</b>						
			Per Student Cost, Number of Students			
Faculty Expenses	Total Cost in Dollars	Total Cost in Local Currency	12	16	20	Notes
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
<b>Total Faculty Expenses:</b>	\$0	0	\$0	\$0	\$0	
			Per Student Cost, Number of Students			
Student Expenses	Total Cost in Dollars	Total Cost in Local Currency	12	16	20	Notes
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
		0	\$0	\$0	\$0	
<b>Total Student Expenses:</b>	\$0	0	\$0	\$0	\$0	
			Per Student Cost, Number of Students			
Instructional Expenses (Tax deductible)	Total Cost in Dollars	Total Cost in Local Currency	12	16	20	Notes
Student tuition		0	\$0	\$0	\$0	
Guest speaker honoraria		0	\$0	\$0	\$0	
Entrance fees		0	\$0	\$0	\$0	
Classroom		0	\$0	\$0	\$0	
<b>Total Student Expenses:</b>	\$0	0	\$0	\$0	\$0	
<b>Total Student + Faculty + Instructional Expenses:</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Estimated Out of Pocket Expenses			Per Student			Notes
<b>Total Additional Expenses:</b>			<b>\$0</b>			

**Student Fees** What fee will USI charge for this program? What costs will the USI fee include (fees to host institution, room & board, health insurance, excursions, books and



other materials)? If not included in the USI fee, what are estimated costs for room and board, personal expenses and international airfare?

**Program Administration**

If this program will not be administered through International Programs, describe the procedure for registering students, collecting fees, paying program costs abroad, acquiring student health insurance, signing of Agreement and Release Forms, etc. All participants must submit an application for the program and all required forms through the myUSI study abroad portal.

## Checklist for Program Directors

### 1-2 Years Prior to Trip

- Review USI Policies & Procedures for Study Abroad & Faculty-Led Travel Programs (beginning page 2 of this document)
- Begin preliminary research on trip costs, itinerary and course description
- Discuss any contracts with USI Procurement Services

### 12-18 Months Prior to Trip (6 months minimum)

Complete and submit the following documents to your department chair:

- Academic Affairs Travel Request [www.usi.edu/provost/faculty-travel](http://www.usi.edu/provost/faculty-travel)
- USI International Study/Travel Program Approval Form
- Course Description(s)
- Sample contract with the sponsoring agency and/or travel vendors, if applicable. Once the program is approved, submit final contract to USI Procurement Services and a copy to the CIP.

*Once the paperwork is processed, the offices of Travel Services (TS) and International Programs (CIP) will contact the program director with confirmation and information emails. CIP will then work with program directors to build the program in the myUSI study abroad portal.*

### 4 Months Prior to Trip

- Contact CIP to register for the Study Abroad policy and procedures workshop.
- Review Responsibilities and Liability of Program Directors
- Review Insurance for USI Employees Traveling on Business
- Review Risk Management website information regarding Export Controls which may impact the program activity [www.usi.edu/riskmanagement/international-travel/export-controls/](http://www.usi.edu/riskmanagement/international-travel/export-controls/).
- Instruct students to apply through the myUSI study abroad portal and complete all forms.
- Approve each applicant in the myUSI study abroad portal for your program only after their participation is confirmed. If you do not have space guaranteed for the student, do not approve them until the space is confirmed.
- Begin Chrome River process and discussions with Travel Services regarding how travel and lodging will be booked.

### 2 Months Prior to Trip

- Submit final trip itinerary to CIP and through Chrome River. Detail all travel arrangements to be purchased by the CIP and charged to students.
- Submit list of all participants on trip (including staff) to CIP - full names as they appear on passport and Banner ID number. If any students have not completed the myUSI study abroad app for your program get them completed.
- Hold a pre-departure orientation for program participants. The CIP will provide an orientation packet including country information, health and safety information, required documents, insurance cards, etc.

### 1 Month Prior to Trip

- Submit detailed Emergency Action Plan to CIP
- Submit on-site emergency information to CIP
- Verify participants have submitted required documents through the myUSI study abroad portal
- Submit any additions/deletions/correction to the participant list to CIP
- Hold a make-up pre-departure orientation for program participants who missed original session. The CIP will provide an orientation packet including country information, health and safety information, required documents, insurance cards, etc.

## **2 Weeks Prior to Trip**

- Obtain copies of important documents from CIP
- Review Emergency Action Protocol (page 17 of this document)

## **1 Week Prior to Trip**

- If applicable, pick up airline tickets and other travel information from Travel Services
- Register group with US embassy in host country through the US Department of State Smart Traveler Program at <https://step.state.gov/step/>

**NAFSA: Association of International Educators**  
**Responsible Study Abroad:**  
**Good Practices for Health and Safety**

**Statement of Purpose**

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

**I. Responsibilities of Program Sponsors**

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority. Program sponsors should:

- A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

- B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.
- C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
- D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.
- H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
- J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

- M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

- Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Cannot assure that home-country cultural values and norms will apply in the host country.

## **II. Responsibilities of Participants**

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- I. Accept responsibility for their own decisions and actions.
- J. Obey host-country laws.
- K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.
- N. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

### **III. Recommendations to Parents/Guardians/Families**

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

- A. Be informed about and involved in the decision of the participant to enroll in a particular program.
- B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.
- C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- E. Be responsive to requests from the program sponsor for information regarding the participant.
- F. Keep in touch with the participant.
- G. Be aware that the participant rather than the program may most appropriately provide some information.

Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised  
November 8, 2002



## Insurance for International Travel

**USI employees, including “volunteer workers”** are covered by the university’s plan. Details of the coverage limits can be viewed by logging into the Risk Management website in the International Travel section. <https://www.usi.edu/riskmanagement/international-travel/international-travel-insurance/>.

The following is a general outline of the coverage and does not detail all of the specific exclusions and coverage limitations. If you have questions, please contact Risk Management at (812) 465-7003.

### **International Commercial General Liability Coverage:**

This coverage provides bodily injury, property damage, and personal injury liability protection for the University. Insureds include the University and its employees, but only for their acts within the scope of their employment by the University. There is no coverage extended for students or anyone else in the traveling party. It is highly recommended that all non-university employees be required to obtain their own insurance.

### **International Excess Automobile Liability Coverage:**

This coverage provides automobile liability coverage for bodily injury and property damage. Insureds include the University as well as anyone using a covered automobile with the University's permission; however, the auto insurance is more than the compulsory admitted insurance for the jurisdiction where the vehicle is licensed. This auto coverage is NOT a substitute for compulsory admitted coverage. When renting a vehicle, purchase the insurance coverage offered by the rental firm.

### **World Wide Travel Assistance**

Medical, Personal and Travel Assistance Services

### **International Liability and Foreign Voluntary Workers' Compensation Program for Employees**

The University’s International Liability and Foreign Voluntary Worker’s Compensation program covers University employees’ liability while working abroad. This policy does not cover students’ liability while studying abroad.

The program includes coverage for claims arising from a third party against a University employee while engaged in university business, transportation expenses for an employee injured while abroad, automobile liability for owned, leased, or rented vehicles (primary auto liability insurance must be purchased in the country where the vehicle is operated), hospital admission deposits, medical monitoring, legal access and coverage to third-country nationals in the employ of the University.

This coverage provides Workers Compensation coverage for the University's employees in the same manner as they would be covered under the laws of Indiana. The coverage is on a 24-hour basis while our employees are in foreign jurisdictions. The coverage will also pay for repatriation expenses.

## Emergency Action Protocol

### USI Study Abroad and Faculty-Led Travel Programs

#### USI Study Abroad Risk Management Task Force (SARMTF)

- Task Force Co-Chair: **Dr. Emilija Zlatkovska**, Executive Director, Center for International Programs and Director, Intensive English Program
- Task Force Co-Chair: **Melissa Gonnerman**, Associate Director, Center for International Programs
- **Mark Logel**, Director, Risk Management
- **Susanne Stanley**, Travel Manager, Procurement Services
- **Dr. Mohammed Khayum**, Provost
- **Dr. Khalilah Doss**, Vice President for Student Affairs
- **Kindra Strupp**, Vice President for Marketing and Communication
- **John Farless**, Director of University Communications
- **Dr. Jennifer Hammat**, Dean of Students
- **Chelsea Keaton**, Title IX Coordinator
- **Dameion Doss**, Deputy Title IX Coordinator
- **Steve Bequette**, Director, Public Safety
- **Sam Preston**, Assistant Director, Public Safety
- **Brandy Sitzman**, Practice Manager, USI Student Health Center
- **Amy Price**, Director, Housing and Residence Life

#### Responsibilities of the Risk Management Task Force

- Address immediate action necessary to maintain security and health of program participants, faculty and staff.
- Address issues of health, safety, academic concerns, financial aid, public relations and legal liability.
- Identify additional appropriate steps to take abroad (e.g., addressing student reactions, creating written action plan, sending USI staff or faculty to program site, etc.).
- Develop and help with an evacuation plan should one become necessary.
- Designate an individual to assume responsibility for handling the situation at home campus and program site.
- Develop a communication document to be utilized by all personnel involved.
- Prepare a list of persons to be alerted.
- Develop a daily communication plan.
- Assess impact of the event once ended and document all actions taken in a written report.

#### Definition of an Emergency

- A. Death of a participant or faculty member
- B. Serious injury or illness that can be defined as one requiring hospitalization, or one that makes it impossible for the participant or faculty member to continue the program
- C. Emotional or psychological condition requiring removal from the situation or professional attention
- D. Being the victim of a serious crime (assault, rape, etc.)

- E. Being accused of committing a crime
- F. A situation--either in the US or at a program site--arises that causes serious concern, i.e., a political uprising or a natural disaster, an act of war, or other event causing or threatening harm to program participants or faculty member
- G. Sudden evacuation of a participant or faculty member in response to a stateside emergency
- H. Travel Warning issued by the US State Department specific to a country, region, or worldwide

### **Definition of a Perceived Emergency**

Perceived emergency results from events that are not immediately threatening to the health or safety of program participants, faculty or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

### **Decision Making in Times of Crisis**

The University will be prepared for two alternatives: continuing the program at an alternative site or closing the program. In deciding whether to move or close a program and evacuate the participants, the physical safety of the participants must be the paramount issue. The decision to terminate a program or evacuate the participants will be made by the Study Abroad Risk Management Task Force, in consultation with the program director, who should have the best understanding of the local conditions.

In the event of a crisis at or near the location of the specific program site location, the program director should be prepared to report on the following:

- The safety of the students
- The geographic proximity of the program to the crisis
- The impact of the crisis on the quality of life (availability of food, water, medical supplies, the protection of law and order)
- The target of the unrest, if the crisis is political
- The intensity of military presence in the area of the program
- The continuance of classes or field experiences at local universities

The program director should contact the nearest US Consulate to discuss the need for evacuation and any measures that the US is taking to evacuate its citizens. University staff will also contact other institutions with programs in that vicinity to discuss what actions they are taking. The Provost and Vice President for Student Affairs will convene the Risk Management Task Force to decide the best course of action and make a decision about evacuation.

After the students have been evacuated to safety, the University will make academic and financial arrangements appropriate to the particular program at the time of its termination. Once a decision has been made to evacuate students, the University cannot be responsible for the safety of any student or staff member who refused to comply with the evacuation procedures arranged by the University.

### **Communicating in Case of an Emergency Abroad**

The Vice President for Marketing and Communications, via the director of University Communications, in consultation with the Study Abroad Risk Management Task Force, will coordinate all information released externally by the University associated with the incident and respond to all requests for information by media personnel. Faculty directors and USI

study abroad staff should not seek contact with the press because difficulties may arise when more than one source releases information to the media. The Vice President for Student Affairs (or designee) will contact the family of all students involved, officials, and on-site coordinators.

**Notification of Next of Kin in Case of Death Abroad**

In the event of death, it is the responsibility of the Vice President for Student Affairs (or designee) to see that next of kin are appropriately and promptly notified. The appropriate embassy officials will take charge in the event of the death of a U.S. citizen abroad. In most cases, the next of kin are contacted directly by the representatives of the U.S. State Department or local authorities.

## **Recommended Course of Action in Case of an Emergency**

### **Immediate Responsibilities of On-Site Program Director**

1. Attend to the immediate needs of participant or faculty member involved.
2. Remove individual(s) from danger.
3. Contact, as appropriate, local medical emergency officials, law enforcement officers, the U.S. Embassy or Consulate, on-site health and/or counseling provider to begin local action necessary to handle and resolve the situation.
4. Call the insurance emergency number to determine next steps.
5. Contact the USI Department of Security (812-492-7777). Security will notify the Provost, Vice President for Student Affairs, Vice President for Marketing and Communications, Interim Executive Director for the Center for International Programs, Dean of Students, and other USI units, as appropriate.

### **Immediate Responsibilities of USI Office of Public Safety**

Upon receiving a call from on-site faculty director concerning a serious injury, death or other emergency, the Office of Public Safety will:

1. Begin a log of all calls and activities pertaining to the incident.
2. Collect the following information from the on-site personnel:
  - Name, identity, and location of caller;
  - Nature and brief description of emergency;
  - Location of emergency and its proximity to program participants, if not directly affected;
  - Identity of program participants involved, if applicable;
  - Contact information (phone & fax number, e-mail address) where caller can be reached; and
  - Any information previously released to the media.
3. Verify calls have been placed to emergency response services, and will be placed to US Embassy or Consulate if situation warrants;
4. Instruct caller to call again after emergency response team or law enforcement have arrived, if applicable;
5. Contact Director of Risk Management, Executive Director for the Center for International Programs, Dean of Students, Provost, Vice President for Student Affairs, Vice President for Marketing and Communications.

### **Immediate Responsibilities of USI Center for International Programs**

1. Contact the Director of Risk Management for notification to the insurance company providing services.
2. Notify Provost, the Vice President for Student Affairs, Vice President for Marketing and Communications, and the Dean of Students of any statements already made to media. Refer press inquiries to Vice President for Marketing and Communications.
3. Once important facts have been collected, the Center for International Programs will notify members of the Risk Management Task Force. Whenever possible, faculty with specialization in the affected region may also be included.
4. Communicate with on-site director or coordinator, on-campus constituencies, parents, and US Health Insurance Provider, etc. throughout emergency.
5. Contact and consult with other key USI administrators, such as the appropriate dean(s).

6. Contact the USI Office of Risk Management and Safety for notification to the insurance broker and/or carrier within 48 hours of the incident.
7. In event of emergency other than illness or isolated accident, call the US Department of State Citizen's Emergency Center at 202/647-5225 for suggestions or assistance. Call US offices of other institutions with students in the program location to compare information and to develop a common plan of action.
8. Continue coordination throughout emergency and communicate with the parent/guardian throughout the emergency as appropriate.

#### **Follow-up Procedures to be Coordinated by USI Center for International Programs**

1. Ensure written accounts of incident are obtained as soon as possible from all witnesses and affected students, faculty and staff.
2. Prepare detailed factual report, including preliminary recommendations without judgments, analysis, or conclusions.
3. Submit report to Study Abroad Risk Management Task Force.
4. Convene follow-up meeting of Task Force to discuss distribution and dissemination of report and the need, if any, for further in-house or external review or investigation.
5. Communicate any pertinent information to other USI programs, as appropriate.
6. Assess effectiveness of these procedures and revise as appropriate.

#### **Follow-up Procedures for Program Director**

1. Reassess and adjust planned activities for the program as necessary. Attempt to avoid subjecting students and staff to additional stress. Plan for ways to proceed. The program should be terminated only as a last resort.
2. Stay in close communication with the Center for International Programs for instructions and/or input from Risk Management Task Force, and inform on-campus program staff of whereabouts and activities of the group.
3. Assess physical and emotional needs of students and staff.
4. Inform program sponsor if additional staff are needed on-site to carry out necessary arrangements, or to provide counseling to students.
5. Ensure all affected local and US authorities are consulted and kept informed.
6. In the event of fatality, wait for legal authority (usually local) before moving the body. Make sure photographs are taken before body is removed. Photographs and preservation of evidence may be important in other situations involving criminal activity also.
7. Document ALL activities.
8. Collect written statements from students, faculty and staff as soon as possible following incident.

## **Additional Actions for Risk Reduction**

The program director should:

- Conduct detailed pre-departure orientation program for all participants;
- Designate another faculty member who is traveling with the group (or a mature, responsible student participant) as the assistant to the program director;
- Register with the US Embassy in the host country and provide a copy of (1) the On-Site Emergency Contact Information Form, (2) complete travel itinerary, and (3) a complete list of all participants and staff;
- Create an emergency card for each participant and staff member in the host country language that indicates specific contact information and phone numbers in case of an emergency (program director, US Embassy, USI, insurance);
- Complete detailed on-site orientation regarding all aspects of program that includes cultural and appropriate and inappropriate cultural and social behavior and emergency procedures;
- Complete information on assembly points, who should go where and when in case of an emergency;
- Keep list of contacts where each participant is housed and for each excursion, including independent travel; Require students to add all excursions and independent travel to myUSI study abroad portal itinerary;
- Develop and maintain list of other agencies, missionaries, government offices, private citizens who could be a resource during an emergency (including names, addresses, and telephone numbers);
- Update program Emergency Action Plan while on site.

**USI Study/Travel Abroad Policy regarding  
U.S. State Department Travel Advisories  
*Updated February 27, 2020***

The University of Southern Indiana (USI) is dedicated to offering a wide variety of study abroad opportunities to meet the needs of a diverse student population. The University has recognized the importance of establishing policies and procedures to protect the safety and well-being of study abroad participants. Therefore, the following policy regarding study/travel abroad and U.S. State Department Travel Advisories has been adopted by the Study Abroad Risk Management Task Force.

This policy is based on the U.S. Department of State (USDOS) Travel Advisory System and the Center for Disease Control (CDC) Travel Notice Definitions (refer to pages 4-5). The USI Center for International Programs and other responsible departments also monitor information from the Overseas Security Advisory Council (OSAC), NAFSA: Association of International Educators, and other resources.

**Scope of Policy**

This policy applies to all University of Southern Indiana students who travel internationally as part of USI education, case competition, service, research or internship/employment. International travel applicable to this policy includes, but is not limited to, travel that is eligible for USI-approved course credit as well as travel under USI auspices for noncredit experiences; travel within the scope of a USI-sponsored research grant or contract; and student travel under the direction or supervision of USI faculty or staff. Students who take a leave of absence from USI enrollment to travel either on their own or through non-USI study abroad programs are not subject to this policy.

**Policy Summary**

1. USI students are eligible to participate in a USI approved credit-bearing study abroad program, international internship, or USI sponsored international travel or research in a country with an overall **Travel Advisory Level 1** (Exercise Normal Precautions) or **Level 2** (Exercise Increased Caution).
2. USI students will not be allowed to travel to areas within these countries which have been designated as either **Level 3** (Reconsider Travel) or **Level 4** (Do Not Travel) locations.
3. USI **WILL NOT** provide any support to students who wish to participate in non-USI study abroad programs located in countries with **Level 3 or Level 4** Travel Advisories (CDC **Level 3**). Should a student wish to participate in study/intern/travel in a non-USI program in a country with a Level 3 or Level 4 Travel Advisory, USI will not process or transfer financial aid, scholarships or insurance coverage, and will not maintain the student's enrollment at USI. Students traveling to countries with a Level 3 or Level 4 Travel Advisory in effect are ineligible for USI travel grants or other financial support.

**Automatic Program Suspension for USI Student Participants Prior to Departure from US**



- When the U.S. Department of State issues a Level 3 or a Level 4 Travel Advisory for a country in which USI has approved study/internship/travel programs, all programs whose participants have yet to depart for travel to the country which is subject to the Travel Advisory are automatically suspended.
- Programs that entail travel to multiple countries can still go forward after removing from the itinerary the country or region within a country that is subject to the Level 3 or Level 4 Travel Advisory.

**When a USI approved study/internship/travel program is underway in a country where a Level 3 or Level 4 Travel Advisory is announced for the first time**

- In the case of an immediate threat to student health, safety or welfare, the Provost has authority to immediately cancel or alter a program. If immediate action is not required, the process for regular review will be applied immediately and the Study Abroad Risk Management Task Force will meet as soon as possible to determine whether the program should be suspended, and whether current student program participants should be asked to return home.
- If a Level 3 Travel Advisory is announced for a limited time period (for circumstances such as hurricanes or elections), the Study Abroad Risk Management Task Force will convene to assess its impact on the program and to determine whether the program should be suspended, and whether current participants should be asked to return home.

## USI Travel Advisory Policy Summary

US Department of State Advisory Level/US Center for Disease Control Travel Notice	USI Administered and Co- sponsored Study Abroad/Internship Programs	USI Approved Programs through Third Party Providers (e.g., CEA)	Individual Student Travel
US DOS Level 1 – Exercise Normal Precaution  Or CDC Level 1: Watch	Travel supported subject to normal safety/security preparations	Travel supported subject to normal safety/security preparations	USI funds may be used
US DOS Level 2-Exercise Increased Caution  Or CDC Level 2: Alert	Travel supported subject to safety/security preparations commensurate with the travel advisory	Travel supported subject to safety/security preparations commensurate with the travel advisory	USI funds may be used
US DOS Level 3: Reconsider Travel (includes designated areas in countries otherwise at Levels 1 and 2)  CDC Level 3: Warning	Travel not supported	Travel not supported	USI funds may not be used
USDOS Level 4: Do not Travel (includes designated areas in countries otherwise at Levels 1-3)  CDC Level 3: Warning	Travel not supported	Travel not supported	USI funds may not be used

## US Department of State Travel Advisories

The US Department of State (USDOS) issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.

**Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 4 – Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.



## **Varying Levels**

The USDOS issues an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, USDOS may advise U.S. citizens to “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country.

## **Risk Indicators**

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

- **C – Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T – Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U – Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

- **H – Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.
- **O – Other:** There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.
- **K – Kidnapping or Hostage Taking:** Criminal or terrorist individuals or groups have threatened to and/or have seized or detained and threatened to kill, injure or continue to detain individuals in order to compel a third party (including a governmental organization) to do or abstain from doing something as a condition of release.

**Center for Disease Control Travel Notice Definitions**

The Center for Disease Control (CDC) issues different types of notices for international travelers. As of April 5, 2013, these definitions have been refined to make the announcements more easily understood by travelers, health-care providers, and the general public. They describe both levels of risk for the traveler and recommended preventive measures to take at each level of risk.

Notice Level	Action
Level 1: Watch	<p>Reminder to follow usual precautions for this destination, as described in the Travel Notice and/or on CDC’s Travelers’ Health website.</p> <p>Following usual precautions, including being up to date on all recommended vaccines and practicing appropriate mosquito avoidance, is the best possible protection against this identified increased risk.</p>
Level 2: Alert	<p>Follow enhanced precautions for this destination.</p> <p>Travel Notice describes additional precautions added, or defines a specific at-risk population, to protect against this identified increased risk.</p>
Level 3: Warning	<p>Avoid all non-essential travel to this destination</p> <p>High risk to travelers, no precaution available to protect against the identified increased risk.</p>



**USI Study/Travel Abroad Program**

**Emergency Telephone Numbers**

**Emergency Contacts in Host Country**

**Phone number including country code:**

Program director	
Host site contact	
American Embassy Register group with US embassy in host country at <a href="https://step.state.gov/">https://step.state.gov/</a>	
Emergency Health Care 24 hours/day	
Local Hospital	
Other local contacts:	

**Emergency Contacts in United States**

<b><u>USI Safety and Security</u></b> Emergency 24 hours/7 days per week	812-492-7777
<b><u>USI Center for International Programs</u></b> Dr. Emilija (Emi) Zlatkovska Executive Director (ezlatkovsk@usi.edu)	812-465-1248 (office)
Melissa Gonnerman Associate Director (mgonnerman@usi.edu)	
<b><u>AIG Worldrisk Assistance</u></b> <sup>1</sup> Download the AIG Travel Assistance App Collect from overseas From U.S. or Canada	<a href="https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=WorldRisk">https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=WorldRisk</a> +1 (817) 826-7008 (800) 401-2678

<sup>1</sup>Download insurance information from USI Risk Management website prior to departure.

## Export Controls

### What are export controls?

Export controls are US laws and regulations which govern the export of strategically important technology, services and information, including equipment and technology used in research, for reasons of foreign policy and national security. The Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) are the bodies of regulations most likely to affect research institutions. Additionally, the US government, through the Office of Foreign Assets Control (OFAC) regulations, maintains boycotts and embargoes of certain countries that can affect many of the activities and financial transactions that take place in an academic institution.

How do export controls affect my study abroad program at USI?

Travel to most countries does not usually constitute an export control problem. However, any export of technology, even temporarily, is subject to US export control regulations and, in some cases, the host country's import regulations. This law can apply to laptops and other widely available technologies. Additionally, certain entities have been placed on "restricted-party" lists that could prohibit us from doing business with them. The USI Office of Risk Management monitors this area on behalf of the university, and has further information on its website <http://www.usi.edu/riskmanagement/insurance-and-claims-management/international-travel-insurance>.

### What do I need to do before embarking on a study abroad program?

- Ensure that your destination is not subject to a boycott or embargo (e.g., Cuba, Iran, North Korea). If it is, licenses must be obtained and additional restrictions could apply to the program.
- If USI property (laptops, PDAs, etc) is being exported during the study abroad program, follow the normal procedure for clearing it through the Risk Management Office.
- If USI is entering into an agreement or contract with a foreign entity in conjunction with your study abroad program, restricted party screening will be run prior to entering the agreement or contract to ensure that the entity does not appear on any restricted-party list.
- If the USI program involves conducting or collaborating on research abroad, or the students and/or faculty are planning to take potentially export-controlled research with them, contact the Risk Management office at least 4 months prior to your departure from the US.



- U.S. Passports
- International Travel**
- U.S. Visas
- Intercountry Adoption
- International Parental Child Abduction
- Records and Authentications

- Before You Go
- Country Information
- While Abroad
- Emergencies

[Travel.State.Gov](#) > [International Travel](#) > Before You Go

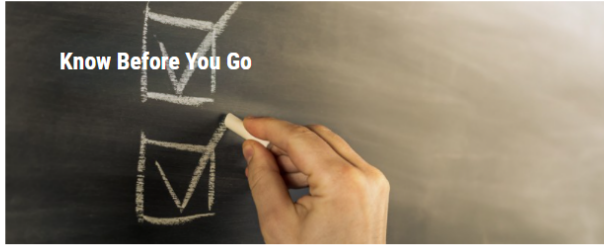
Print Email Facebook Twitter + More

The 2020 Tokyo Olympic and Paralympic Games

Traveler's Checklist

- Safety and Security Messaging
- Smart Traveler Enrollment Program (STEP)
- Traveler Information
- Crisis Abroad: Be Ready
- Your Health Abroad

### Before You Go



Know Before You Go

Learn about your destination

#### Enroll in STEP



Subscribe to get up-to-date safety and security information and help us reach you in an emergency abroad.

Recommended Web Browsers: Internet Explorer 11 with compatibility view or Google Chrome.

## **A Safe Trip Abroad (US Department of State website)**

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>

When you travel abroad, the odds are you will have a safe and incident-free trip. Travelers can, however, become victims of crime and violence, or experience unexpected difficulties. No one is better able to tell you this than the U.S. consular officers who work in more than 250 U.S. embassies and consulates around the globe. Every day of the year, U.S. embassies and consulates receive calls from American citizens in distress.

Happily, most problems can be solved over the phone or with a visit to the Consular Section of the nearest U.S. embassy or consulate. There are other occasions, however, when U.S. consular officers are called upon to help U.S. citizens who are in foreign hospitals or prisons, or to assist the families of U.S. citizens who have passed away overseas.

We have prepared the following travel tips to help you avoid serious difficulties during your time abroad. We wish you a safe and wonderful journey!

### **Before You Go**

#### **What to Take**

Safety begins when you pack. To help avoid becoming a target, do not dress in a way that could mark you as an affluent tourist. Expensive-looking jewelry, for instance, can draw the wrong attention. Always try to travel light. You can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to put them each in a different place rather than all in one wallet or pouch. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are somewhat safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

If you wear glasses, pack an extra pair. Pack them and any medicines you need in your carry-on luggage. To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel.

Bring a small amount of currency and one or two major credit cards instead of cash only.

Pack an extra set of passport photos along with a photocopy of your passport's information page to make replacement of your passport easier in the event it is lost or stolen.



Put your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. If possible, lock your luggage.

### **What to Leave Behind**

Don't bring anything you would hate to lose. Leave at home:

- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- Your Social Security card, library card, and similar items you may routinely carry in your wallet.

Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Make two photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to bring with you. Leave one photocopy of this data with family or friends at home; pack the other in a place separate from where you carry the originals.

Leave a copy of the serial numbers of your travelers' checks with a friend or relative at home. Carry your copy with you in a separate place and, as you cash the checks, cross them off the list.

### **What to Learn About Before You Go**

#### *Local Laws and Customs*

When you leave the United States, you are subject to the laws of the country you are visiting. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

### **Things to Arrange Before You Go**

#### *Your Itinerary*

As much as possible, plan to stay in larger hotels that have more elaborate security. Safety experts recommend booking a room from the second to seventh floors above ground level – high enough to deter easy entry from outside, but low enough for fire equipment to reach.

When there is a choice of airport or airline, ask your travel agent about comparative safety records.

#### *Legal Documents*

Have your affairs in order at home. If you leave a current will, insurance documents, and power of attorney with your family or a friend, you can feel secure about traveling and will be prepared for any emergency that may arise while you are away. If you have minor children, consider making guardianship arrangements for them.

#### *Register your travel*

It is a good idea to sign up for the Smart Traveler Enrollment Program --think of it as checking in-- so that you may be contacted if need be, whether because of a family emergency in the U.S., or because of a crisis in the area in which you are traveling. It is a free service provided by the State Department, and is easily accomplished online at <https://travelregistration.state.gov>. (In accordance with the Privacy Act,

the Department of State may not release information on your welfare or whereabouts to inquirers without your express written authorization.)

### *Credit*

Make a note of the credit limit on each credit card that you bring, and avoid charging over that limit while traveling. Americans have been arrested for innocently exceeding their credit limit. Ask your credit card company how to report the loss of your card from abroad. 1-800 numbers do not work from abroad, but your company should have a number that you can call while you are overseas.

### *Insurance*

Find out if your personal property insurance covers you for loss or theft abroad. Also, check on whether your health insurance covers you abroad. Medicare and Medicaid do not provide payment for medical care outside the United States. Even if your health insurance will reimburse you for medical care that you pay for abroad, health insurance usually does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate. Consider purchasing a policy designed for travelers, and covering short-term health and emergency assistance, as well as medical evacuation in the event of an accident or serious illness.

## **Precautions to Take While Traveling**

### **Safety on the Street**

Use the same common sense traveling overseas that you would at home. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.

- Don't use short cuts, narrow alleys or poorly lit streets.
- Try not to travel alone at night.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud conversations or arguments.
- Do not discuss travel plans or other personal matters with strangers.
- Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- Beware of pickpockets. They often have an accomplice who will:
  - jostle you,
  - ask you for directions or the time,
  - point to something spilled on your clothing,
  - or distract you by creating a disturbance.
- Beware of groups of vagrant children who could create a distraction to pick your pocket.
- Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-snatchers.
- Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. Try to ask for directions only from individuals in authority.
- Know how to use a pay telephone and have the proper change or token on hand.
- Learn a few phrases in the local language or have them handy in written form so that you can signal your need for police or medical help.

- Make a note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- If you are confronted, don't fight back -- give up your valuables.

### **Safety in Your Hotel**

- Keep your hotel door locked at all times. Meet visitors in the lobby.
- Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.
- If you are out late at night, let someone know when you expect to return.
- If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
- Read the fire safety instructions in your hotel room. Know how to report a fire, and be sure you know where the nearest fire exits and alternate exits are located. (Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl through a smoke-filled corridor.)

### **Safety on Public Transportation**

If a country has a pattern of tourists being targeted by criminals on public transport, that information is mentioned in each country's [Country Specific Information](#) in the section about crime.

#### *Taxis*

Only take taxis clearly identified with official markings. Beware of unmarked cabs.

#### *Trains*

Well-organized, systematic robbery of passengers on trains along popular tourist routes is a problem. It is more common at night and especially on overnight trains.

If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.

Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments. Where possible, lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage and secure your valuables to the extent possible.

Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

#### *Buses*

The same type of criminal activity found on trains can be found on public buses on popular tourist routes. For example, tourists have been drugged and robbed while sleeping on buses or in bus stations. In some countries, whole busloads of passengers have been held up and robbed by gangs of bandits.

### **Safety When You Drive**

When you rent a car, choose a type that is commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of

access. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk, and then take them with you when you leave the car.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

### *Patterns of Crime Against Motorists*

In many places frequented by tourists, including areas of southern Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may pose as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you.

Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you.

In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

### **How to Handle Money Safely**

- To avoid carrying large amounts of cash, change your travelers' checks only as you need currency. Countersign travelers' checks only in front of the person who will cash them.
- Do not flash large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.
- Deal only with authorized agents when you exchange money, buy airline tickets or purchase souvenirs. Do not change money on the black market.

If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of what happened.

After reporting missing items to the police, report the loss or theft of:

- Travelers' checks to the nearest agent of the issuing company
- Credit cards to the issuing company

- Airline tickets to the airline or travel agent
- Passport to the nearest U.S. embassy or consulate

### **How to Avoid Legal Difficulties**

When you are in a foreign country, you are subject to its laws and are under its jurisdiction. You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Familiarize yourself with legal expectations in the countries you will visit. The [Country Specific Information](#) pages include information on unusual patterns of arrests in particular countries, as appropriate.

#### *Drug Violations*

More than one-third of U.S. citizens incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking, and many have mandatory sentences – even for possession of a small amount of marijuana or cocaine. A number of Americans have been arrested for possessing prescription drugs, particularly tranquilizers and amphetamines, that they purchased legally elsewhere. Other U.S. citizens have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, ask local authorities or the nearest U.S. embassy or consulate.

#### *Possession of Firearms*

The places where U.S. citizens most often experience difficulties for illegal possession of firearms are nearby – Mexico, Canada and the Caribbean. Sentences for possession of firearms in Mexico can be up to 30 years. In general, firearms, even those legally registered in the U.S., cannot be brought into a country unless a permit is obtained in advance from the embassy or a consulate of that country and the firearm is registered with foreign authorities on arrival. (NOTE: There are also strict rules about bringing firearms or ammunition into the U.S; check with [U.S. Customs](#) before your trip.

#### *Photography*

In many countries you can be detained for photographing security-related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

#### *Purchasing Antiques*

Americans have been arrested for purchasing souvenirs that were, or looked like, antiques and that local customs authorities believed were national treasures. This is especially true in Turkey, Egypt and Mexico. Familiarize yourself with any local regulations of antiques. In countries with strict control of antiques, document your purchases as reproductions if that is the case, or if they are authentic, secure the necessary export permit (often from the national museum). It is a good idea to inquire about exporting these items before you purchase them.

### **[Worldwide Caution](#)**

## **Documents Required of All USI Participants**

- Participant Agreement and Release Form (now electronic through study abroad portal of myUSI)
- Release and Acceptance of Responsibility Form (now electronic through study abroad portal of myUSI)
- Authorization of Medical or Surgical Consultation/Treatment Form- signed and notarized (Kara Beu in the CIP is a notary public.) (now downloaded from study abroad portal of myUSI)
- Proof of health insurance coverage effective for the host country or countries. Property and personal liability coverage is also highly recommended. For more information regarding health issues for travelers, including information on insurance providers, please consult the U.S. Department of State website at <https://travel.state.gov/content/passports/en/go/health.html>
- Copy of passport photo page with passport number and expiration date submitted through study abroad portal of myUSI
- Proof of required inoculations, if applicable (see the [Center for Disease Control](#)).

# Authorization of Medical or Surgical Consultation/Treatment



For and in consideration of the grant of permission by The Board of Trustees of the University of Southern Indiana for \_\_\_\_\_  
(participant name)

to participate in the Study Abroad Program of the University of Southern Indiana, the undersigned hereby authorizes The Board of Trustees of the University of Southern Indiana and designated representatives thereof to grant permission for the medical and surgical treatment of said student during the participation of Student in the aforementioned Study Abroad Program.

Although the undersigned understands that when possible advance permission of the undersigned will be sought for any necessary surgical treatment, the undersigned agrees that any and all medical treatment and surgery may be performed when, in the opinion of competent medical authorities, the health or welfare of the Student will be adversely affected by any delay. It is understood that such permission may be required by law of the host country in which the Student is resident.

The undersigned also authorizes the Student Health Service, Counseling Center of the University of Southern Indiana, and/or the Student's private physician or therapist, to inform the University Office of International Programs and Services regarding any health problem Student is found to have which might require special consideration and/or follow-up treatment while studying abroad, and that this shall extend to and apply with respect to any medical and surgical treatment rendered the Student pursuant to this authorization.

## **SIGN ONLY IN PRESENCE OF NOTARY PUBLIC**

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_

County \_\_\_\_\_

on \_\_\_\_\_

Before me \_\_\_\_\_  
(insert name and title of the office)

personally appeared \_\_\_\_\_  
(insert name of student)

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public



The party/ies to this Study Abroad Participation Agreement and Release is/are \_\_\_\_\_ (Participant) or \_\_\_\_\_ (Participant's parents or legal guardian, if participant is under 18) both referred to hereafter jointly and severally as "Participant"), and the University of Southern Indiana (hereafter "USI").

### THE STUDY ABROAD PROGRAM

The Participant, with the consent of the Participant's parents or legal guardian, has chosen to participate in the USI \_\_\_\_\_ Program in \_\_\_\_\_ (hereafter "Program"), during [TERM]..

### PARTICIPANT RESPONSIBILITIES

Participant understands and agrees that in addition to USI policies and procedures, Participant will obey all rules, regulations, and laws of the respective countries to be visited, and all travel regulations, any rules or precautions issued by USI, its representatives or by any associated institutions or organizations or the United States government. The USI Code of Student Behavior shall apply to student Participants throughout the course of the program. The University may remove the Participant from the program should the University determine that the Participant's actions, conduct or behavior impede, disrupt or obstruct the program in any way, subject the University to risk of liability, or jeopardize the Participant's health or safety or that of the other program participants. Participant also understands that in the sole discretion of the Program representative, a violation of the above may result in an immediate expulsion from the Program and any additional costs incurred as a result will be the responsibility of the Participant.

Participant understands and agrees to attend and participate in all excursions that are a part of the Program. Participant understands that failure to do so will result in a reduction of grade including the possibility of course failure.

It is understood and agreed that should Participant elect to remain overseas at the location of the Program or elsewhere after participation in the Program, USI will cease to act as a sponsor for Participant. Should Participant drop out of the Program voluntarily or involuntarily, USI will cease to act as a sponsor for Participant. In both of the foregoing events, this Release shall remain in full force and effect.

Participant understands and agrees that foreign travel may be dangerous and Participant expressly assumes the risks involved in such travel.

All Participants are considered adults and are expected to take responsibility for their actions while taking part in the Program. As adults, any activities that a Participant takes part in, whether as a part of a Program or separate from the Program, will be considered to have been done with their approval and understanding of any and all risks involved. Neither USI nor its faculty assumes any responsibility to supervise the Participant's conduct. (Participants under 18 and/or considered dependents of their parents or guardians are solely responsible for giving all background or other relevant information about the Program to their parents or guardians.)



Participant understands the Participant's medical insurance may not provide coverage outside the United States and represents the Participant has either verified coverage or has obtained medical coverage. Participant agrees to be responsible for any medical services that may be provided.

Participant understands and agrees the University of Southern Indiana reserves the right to cancel any Program in the case of an emergency beyond its control or to cancel Programs or substitute classes due to low enrollments or unavailability of faculty or facilities.

## **RELEASE OF CLAIMS**

In consideration of USI accepting Participant into the Program, Participant hereby releases USI, its officers, trustees, faculty, employees, agents and representatives (hereafter "released parties") from any and all claims and voluntarily waives any and all liability which may arise from any cause whatsoever while the Participant is taking part in the Program, any excursions and any activity incidental to the Program. The Participant further releases the released parties from responsibility for and voluntarily waives any and all claims related to and any and all liability for any accident, illness or injury, wrongful death, property damage, or other consequence arising or resulting directly or indirectly from participation in the Program. This release also binds the Participant's parents, siblings, heirs, executors, successors and assigns.

The Participant recognizes and agrees that the released parties assume no responsibility for any liability, damage or injury that may be caused by Participant's negligence or willful acts committed related to or during participation in the Program, or for any liability, damage or injury caused by the intentional or negligent acts or omissions of any other participant in the Program, or caused by any other person.

Participant hereby agrees to indemnify and hold harmless the released parties from any loss or liability whatsoever including reasonable attorney's fees, caused by any act or omission of Participant resulting from direct or indirect participation in the Program.

Participant agrees participation in the Program is sufficient consideration for the Release.

## **GENERAL PROVISIONS**

It is understood and agreed that if any provision of this Release or its application is held invalid, the invalidity shall not affect other provisions or applications of this Release which can be given effect without the invalid provisions or applications and to this end the provisions of this Release are declared severable.

This Release shall be construed in accordance with and governed by the laws of the State of Indiana.

The language of all parts of the Release shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party.

This Release is the entire, complete and only agreement of the parties relating in any way to the subject matter hereof. No statements, promises or representations have been made by any party to any other, or relied upon, and no consideration has been offered or promised other than as may be expressly provided herein. This Release supersedes any earlier written or oral understandings or agreements between the parties.

**ACKNOWLEDGMENT**

I have read this three-page Study Abroad Participation Agreement and Release and understand its meaning and effect. I knowingly and voluntarily agree to its terms. By signing it, I am giving up legal rights and remedies which may be available to me and am assuming the Participant Responsibilities stated above.

DATE: \_\_\_\_\_ PARTICIPANT: \_\_\_\_\_

DATE: \_\_\_\_\_ Witness: \_\_\_\_\_

**If Participant is under 18:**

DATE: \_\_\_\_\_ Parents or Legal Guardian \_\_\_\_\_

DATE: \_\_\_\_\_ USI: \_\_\_\_\_

**PLEASE RETURN TO: Melissa Gonnerman  
Assistant Director  
Center for International Programs  
University of Southern Indiana  
8600 University Blvd.  
Evansville, IN 47712**



**UNIVERSITY OF SOUTHERN INDIANA STUDY ABROAD RELEASE AND ACCEPTANCE OF RESPONSIBILITY FORM**

The student has chosen to participate in the USI approved program

\_\_\_\_\_ during \_\_\_\_\_.  
(Term & Year)

**RELEASE AND RESPONSIBILITY INFORMATION**

\_\_\_\_ I give permission to the Center for International Programs to release information regarding my participation in a study abroad program including cost and other financial aspects to my parents or guardians.

\_\_\_\_ I give permission to the Dean of Students office to release my disciplinary records to the Center for International Programs and study abroad agencies, as requested.

\_\_\_\_ I attest that I have received a binder from the Center for International Programs including important pre-departure materials.

\_\_\_\_ I attest that I have been advised to attend pre-departure orientation and understand that if I cannot attend, I will be responsible for obtaining the required information.

\_\_\_\_ I am aware of the cost of study abroad program I have chosen and USI's additional fees, which may exceed USI tuition, and have identified resources available for participation.

\_\_\_\_ I understand that it is my responsibility to communicate with the Office of Financial Aid to determine how my specific aid and scholarship will apply toward my program fee.

\_\_\_\_ I am aware of the withdraw policy for my program and associated fees if I withdraw.

\_\_\_\_ I understand my responsibilities as a USI Study abroad participant as outlined in the NAFSA Responsible Study Abroad: Good Practices for Health & Safety.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO:  
Center for International Programs  
University of Southern Indiana  
8600 University Blvd.  
Evansville, IN 47712**