



# International Travel

## POLICY OVERVIEW

A submitted and fully approved application through GW Passport is required for student organizations traveling abroad - this includes organizations traveling together as a group as well as individual travel that is affiliated with or through a student organization. Organizations traveling as a group (same travel arrangements and itinerary) should designate one point of contact to submit one application on behalf of the organization. Once that application is approved, each traveling member will be added to the application and notified of additional steps via email. When completing the application for international travel, please take time to review the security and safety profile and provide thorough risk mitigation plans, even for areas of low to moderate risk (“n/a” is not an acceptable response).

Please do not make travel arrangements until your application has been approved.

**DEADLINES:** The deadline to submit applications for student organizations wishing to travel internationally over winter break is November 15. The deadline for student organizations wishing to travel internationally over spring break is February 1. The deadline for student organizations wishing to travel abroad over the summer is May 15.

Applications must be submitted at least six weeks prior to the proposed trip’s start date and should include as much detail as possible. Failure to complete and submit the information within the necessary timeline may result in forfeiture of your trip.

**All applications for international travel affiliated with a student organization must be completed through [go.gwu.edu/internationaltravel](https://go.gwu.edu/internationaltravel). Organizations must utilize that link – applications submitted through other areas of the GW Passport system will not be accepted.**

## PROCESS

1. Select destination and begin planning a tentative itinerary, including travel arrangements, in-country accommodations, daily itinerary, internship/project details, etc. **Do not book any travel or make any trip payments until your trip has been approved.**
2. Meet with your staff advisor to review your plans and discuss the international travel application process.
3. Prepare your application in GW Passport. If you are traveling as a group, designate one point of contact to submit one application on behalf of the group. See below for details about the application. Your application must be submitted at [go.gwu.edu/internationaltravel](https://go.gwu.edu/internationaltravel). Applications submitted through other areas of the GW Passport system will not be accepted.
4. Once your application has been submitted it will be reviewed by Office for the Student Experience Student Life team, then forwarded to the Associate Dean of Students and the Office of Risk Management, before being sent for final approval by the Office of International Programs. At any point during the review and approval process, you may be asked to provide additional information, clarify details, or make adjustments to your plans. High-risk destinations may require an additional level of review and approval from GW’s Associate Provost for International Programs.
5. When your application is approved, you will receive communication from the Office of International Programs prompting you to view and complete your travel registration requirements online using GW Passport, the same system used to submit the proposal. You will need to log on and complete the registration, including purchasing the required travel insurance.



## APPLICATION: [go.gwu.edu/internationaltravel](https://go.gwu.edu/internationaltravel)

- Log into the system at [go.gwu.edu/internationaltravel](https://go.gwu.edu/internationaltravel) using your GW NetID and GW email password.
- Upon logging in, the system will ask for the term of travel, dates of travel, and location of your trip. If your location is not listed, please contact [orghelp@gwu.edu](mailto:orghelp@gwu.edu).
- From there, you will be prompted to complete the International Trip Proposal Form, which includes:
  - Date abroad
  - Location
  - Purpose of travel
  - Student organization advisor name
  - Trip leader contact information
  - Outbound travel details
  - Return travel details
  - Risk ratings (see below)
  - In-country accommodations and contact information
  - Trip itinerary (see below)
  - In-country transportation information

## RISK RATINGS

- As part of the application, you will be prompted to review and address a variety of risk ratings for your destination, as determined by GW's international insurer, HTH Worldwide (HTH). To acquire your destination's risk ratings, please visit [www.mpassport.com/georgewashington.cfm](https://www.mpassport.com/georgewashington.cfm). You will need to review the Security Profile as well as the CityHealth Profile.
- You will be prompted to state the risk level and explain your plan to mitigate risks while abroad for a variety of areas, including:
  - Instability
  - Terrorism
  - Criminal Activity
  - Health and Medical
  - Transportation
  - "Other"
- Please note that you must provide details about mitigating risks while abroad for each category, even if the risk level is stated as low or moderate. Your description should demonstrate that you have reviewed the risks and considered how you will lessen any stated risk. "N/A" is not an acceptable answer to these prompts.
- In addition to the HTH risk ratings, you will be prompted to determine whether your destination has been issued a Travel Warning or Alert from the U.S. Department of State and, if so, explain how you will address the risks or issues raised in the alert. To determine if your destination has been issued a travel warning or alert from the Department of State, please visit <https://travel.state.gov/content/passports/en/alertswarnings.html>

## ITINERARY

- Students must upload a tentative trip itinerary by the hour. Utilize the itinerary template below.
- If your day-to-day routine during the week will be generally the same, you may state that, but should include plans for excursions or any other deviations from the stated routine.
- Your itinerary should outline all major activities as well as demonstrate that you have considered the logistics of your visit (how you will get around, accommodations, etc.)
- The itinerary should include details such as:
  - Arrival and departure information, including details about transportation to and from accommodations
  - Names and addresses of destinations and accommodations
  - Whether or not you will be completing the activity alone or with others
  - Mode of transportation to and from each destination (walking, public transportation, etc)



**SAMPLE ITINERARY:**

DAY	DATE	TIME/ACTIVITY
<b>DAY 1 (ARRIVAL)</b>	June 25	8:30am: Arrive at [AIRPORT NAME] <i>INCLUDE FLIGHT DETAILS</i> 10:00am-11:00am: Train to [CITY NAME] 11:00am: Transportation to [ACCOMODATION] via [MODE OF TRANSPORTATION] 1pm-4pm: Unpack 4pm-6pm: Explore local area 7pm: Dinner at [ACCOMMODATION NAME]
<b>WEEK 1: Monday-Friday</b>	June 26-30	8am-9am: Commute on foot to [DESTINATION NAME AND ADDRESS] 9am-5pm: Internship at [ORGANIZATION NAME] 5pm-6pm: Commute on foot to [ACCOMMODATION NAME AND ADDRESS] 6pm: Dinner at [ACCOMMODATION NAME] 7pm-10pm: Social activity/explore local area
<b>WEEKEND 1: Saturday-Sunday</b>	July 1-2	10am-12pm: Time at [ACCOMODATION NAME] 12pm-5pm: [SPECIFY TOURIST ACTIVITY/ATTRACTION], including mode of transportation 5pm-6pm: Return to [ACCOMODATION NAME] via public bus 7pm-10pm: Dinner with friends in downtown [CITY NAME]
Week 2: <b>Monday-Friday</b>	July 3-7	8am-9am: Commute on foot to [DESTINATION NAME AND ADDRESS] 9am-5pm: Internship at [ORGANIZATION NAME] 5pm-6pm: Commute on foot to [ACCOMMODATION NAME AND ADDRESS] 6pm: Dinner at [ACCOMMODATION NAME]  7pm-10pm: Social activity/explore local area
<b>DAY 14 (departure)</b>	July 8	8:30am: Transportation to [AIRPORT] <i>PROVIDE TRANSPORTATION DETAILS AND FLIGHT DETAILS</i>

\*For shorter trips, complete a daily itinerary.