
International Travel Policy

Clark University supports faculty, staff, and student participation in international activities and promotes the development of opportunities for international study and research. To this end, the University attempts to balance the value of participation in international activities against potential risks and crises that may develop. The University also seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel.

This policy sets forth the requirements that students, faculty and staff must meet before and during University-related international travel. This policy applies to international travel to both travel warning countries and non-travel warning countries. This policy does not apply to personal travel undertaken by students, faculty or staff.

Students who are studying abroad through Study Abroad and Study Away Programs established by the Office of Study Abroad Programs (OSAP) are also subject to the policies and procedures of OSAP. In the event that these policies conflict or overlap, OSAP policies will take precedent over this policy.

While the University supports international travel by faculty, students, and staff, it also recognizes the risks associated with such travel. The University reserves the right to restrict, deny, or postpone any University sponsored or supported international travel program or activity if it determines the risk of travel is unacceptable.

This policy will be posted on the Clark website and made available to every person traveling abroad for any Clark sponsored program or activity. University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.

Clark University reserves the right to change this policy and related procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.

means Clark-related travel outside of the United States and its possessions.

means all students, faculty members, and staff persons undertaking international travel.

means a country that is not subject to a current travel warning issued by the U.S. Department of State.

means any Clark student who is enrolled in a degree program, credit bearing non-degree program, professional certificate, or continuing education program at the University.

The Travel Review Committee evaluates the safety and security risks associated with international travel. The Committee is responsible for reviewing all proposed travel to travel warning countries and providing recommendations to the Provost or appropriate Dean who will decide whether to approve the international travel. The Travel Review Committee may also evaluate proposed travel to non-travel warning countries upon request.

The Committee is composed of the Director of Study Abroad and Away Programs, the Director of Safety and Risk Management, the Dean of the College, the Dean of Graduate Studies and the Associate Dean of International Graduate Programs.

The University requires that all proposed international travel to travel warning countries be reviewed and approved by the Committee. Travel to countries under a State Department Travel Warning requires special precautions to promote safety and mitigate risk, and, in some cases, the University, through the Travel Review Committee, may determine that University-related travel to a particular country should be avoided altogether.

In evaluating proposed travel, the Travel Review Committee will consider a number of factors, including, but not limited to, the academic or business necessity and appropriateness of the proposed travel, the individual's personal preparedness, the part of the country to be visited, method(s) of travel, communication plans, and whether the proposed trip complies with the applicable travel warning.

The Committee considers information from various sources including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the University's travel assistance providers, the University's insurance carriers and other expert sources in providing relevant operational, legal and risk management advice to travelers.

When making a request to the Committee for permission to travel to a country that is under a State Department warning, the traveler must provide the committee with the following details at a minimum: country that is u

Consulate, and should leave the country by the most expeditious and secure means available. International travelers in this situation should also contact the University at the earliest opportunity with information about their whereabouts and plans.

The University requires all international travelers obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization. The University reserves the right to require proof of health insurance before approving international travel, particularly in the case of student travel.

Short-term health and medical emergency insurance can be purchased through the University. Information on the plans available can be found on the travel insurance/assistance page on the [Risk Management website](#). Please also see section IX below.

All students, as well as spouses/partners accompanying faculty or staff, on Clark-related travel abroad

It is the responsibility of each traveler to ensure they have health insurance that will cover them while they are outside of the United States.

Students who are enrolled in Clark's student health insurance program are covered by Blue Cross's "[BlueCard HTH Worldwide Program](#)". They also have access to worldwide travel assistance through AIG. Please see the [AIG travel assistance services flyer](#) for details. This coverage applies any time a covered student is travelling abroad – even if it is not Clark related.

Students who are not enrolled in Clark's student health insurance program are required to purchase health and emergency insurance through HTH Worldwide at special rates negotiated by Clark. The HTH insurance provides both medical insurance and emergency travel assistance.

Clark faculty and staff traveling abroad on Clark-related business are covered by a "foreign worker's compensation" insurance policy in the event they are injured in a work-related

Clark University students are prohibited from driving while they are abroad as part of a Clark-related program. Employees are discouraged from driving. Every effort should be explored to utilize alternate transportation, such as, but not limited to, public transit and car hires.

If an employee chooses not to utilize alternate transportation, those driving on behalf of University business must follow the University's current Driver and Vehicle Use Policy. Please note that when evaluating transportation options, travelers should consider the particular risks associated with their destination (condition of roads, availability of insurance, emergency services, drives on the left, etc.).