

## High Security Risk Travel Application for Students

### What?

The application is for student travel for academic purposes to countries or regions with a U.S. State Department risk level of 3 or 4. There are separate forms for [individual travel](#) and for faculty or program-led student [group trips](#).

### Why?

Completion of the form is required per MIT's [Travel Policy](#). It helps the applicant and the sponsoring department (faculty advisor and department head) review the risks and ensure the appropriate balance between safety concerns for your destination(s) and the academic value of your project.

### Who?

For individual travel, the applicant is responsible for collecting all relevant materials. For group trips, the group trip leader and/or applicant is responsible or may designate a student lead to assist in the process.

### When?

Please apply at least *two months* prior to the anticipated departure date. Applications received with less than a month prior to departure may not be able to complete the process to meet the departure date.

### Resources:

The following sources and documents should be referenced and attached, when applicable:

- **Department of State Travel Advisory:** <https://travel.state.gov/content/travel/en/international-travel.html>)
- **Department of State Overseas Security Advisory Council (OSAC) Country Security Report:** The Crime and Safety reports are produced annually and are embedded in the State Department Travel Advisory information. If the current year is unavailable, review the previous year's report.
- **Center for Disease Control Travel Health Notices:** (<https://wwwnc.cdc.gov/travel/notices>)
- **International SOS Travel Security Consultation:** Send an email to: [philadelphia@internationalsos.com](mailto:philadelphia@internationalsos.com) and cc: Todd Holmes ([tholmes@mit.edu](mailto:tholmes@mit.edu)). The security advisor will ask your nationality, travel dates, and details about your arrival, accommodations, local support, etc. In the request, please inform international SOS of your permission to disclose to MIT you have requested the briefing. *Note that it can take up to three business days to receive the trip risk brief from International SOS.*
- **MIT Medical Travel Health Clinic:** <https://medical.mit.edu/services/travel-health-clinic>) or **Traveler's Personal Primary Care Physician.**

### Process:

1. **Consult** with Todd Holmes ([tholmes@mit.edu](mailto:tholmes@mit.edu)), MIT's International Safety and Security Program Manager and High-risk Travel Committee chairperson.
2. **Prepare** the application by gathering the risk information and other supporting documentation from the resources listed above.

3. **Collect** academic endorsements *only after* completing and sharing the information gathered in step two with the endorsers below. The [endorsement](#) may be one letter signed by all parties after they have reviewed the materials:
  - Faculty advisor of the student or faculty director/PI for a group
  - Department Head
  - Dean of the School
4. **Submit** the completed application and materials to the [High Risk Travel Committee](#)

### **Review and evaluation:**

the High-risk Travel Committee will review the application and supporting documents and provide an overall recommendation to the Vice Chancellor. The Committee may raise questions to address before finalizing its recommendation.

Waiver requests are evaluated based on the following criteria:

1. **Academic Necessity:** Compelling rationale for the student(s) to travel to this specific location and demonstrated lack of practical lower risk alternatives
2. **Risk Management:** The thorough identification and proposed mitigation of security, health, and safety risks

The Vice Chancellor makes the final decision, which the Chair of the High-Risk Travel Review Committee will communicate back to the applicant(s). There is no appeal for a negative decision.

### **Mandatory safety and security training:**

Travelers can access the on-line module(s) via the [MIT International SOS portal](#) using MIT's membership number (11BSGC000066). Scroll to the bottom of the home page and click on the Training Hub link to access the training platform. Depending on the risks at the location there may be one or two on-line modules that should take between 30 - 45 minutes to complete. Submit the certificate(s) of completion to [high-risk-travel-comm@mit.edu](mailto:high-risk-travel-comm@mit.edu). During your consultation for the high-risk process, the contact person will confirm if it will be one or two modules.