STUDENT TRAVEL WARNING WAIVER REQUEST FORM - TEMPLATE

#1: Proposed Destination

Waiver Request Submitted By
Name
Affiliated Department or Student Group
Email Address
Telephone

Proposed Destination
City
Country

Travel Dates

Will you be traveling to more than one destination? If so, please list these destinations and relevant travel dates.

Type of Travel / Type of Student Group
Registered Student Organization (RSO), Alternative Spartan Break (ASB), CHM Rotation, COM Rotation, Internship, Conference Attendance, Research, Other

Traveler/Group Leader Status
Undergraduate Freshman, Sophomore, Junior, or Senior
Graduate MA-level, PhD-level
Faculty
Staff

Number of Travelers

Please list all MSU persons that will be traveling with you

On-Site Emergency Contact Information (Name, Email, Telephone)
In the event of an emergency, this person will act as the primary contact person for MSU. The telephone number and email address submitted must function while abroad.

Typically, individual student travelers will enter their own contact information. Student groups traveling with an MSU advisor should enter that advisor's contact information. Groups traveling independently should identify a student leader and enter that person's contact information.

#2: Reason for Travel

Describe the reason you are traveling

Is your travel funded, in whole or in part, by MSU?
#3: Local Support

If you will be working with any local partners, please describe them and their in-country experience.

#4: Traveler(s) Experience

Describe your or your group’s experience traveling to the proposed destination or to a similar destination.

#5: Accommodations

List all accommodations you will be staying in while abroad.
Name
Address
Type (e.g. hostel, hotel, host family)
Dates of Stay

#6: Activities

Describe the activities – both academic and recreational – that you/your group will be undertaking while abroad.

#7: Plans to Address Travel Warning

Describe how you will mitigate any health, safety, and security concerns identified in the relevant U.S. Department of State Travel Warning and any relevant Centers for Disease Control and Prevention (CDC) Travel Health Notices.

Indicate what mode of transportation you/your group will be using including which airport you/your group will be flying into (if applicable) and how you/your group will be traveling throughout your destination (e.g. public transportation, taxis, private transportation company etc.)

Be as complete as possible. RSAC and the Provost will be looking for a thorough plan to address the U.S. Department of State Travel Warning.

If you require assistance with this section, contact the International Health and Safety Coordinator at 517-884-9419 or handraha@msu.edu.