

STUDENT REQUEST FOR AN EXCEPTION TO U.S. STATE DEPARTMENT TRAVEL WARNINGS



The form (used in conjunction with NMSU’s policy on “International Travel – in Countries Subject to U.S. Travel Warnings” - Policy 2.69.2 - available at <http://www.nmsu.edu/manual/>) is to be completed by any student traveler going to a country under a U.S. State Department Travel Warning. University policies and Procedures website and should be reviewed before using this form.

This form should accompany the Approval of Student International Travel form.

Traveler: _____ **NMSU ID #:** _____

Academic Department: _____ **Destination Country:** _____

If part of a group, the group leader can attach a roster or list with the above information for each traveler and seek approval on behalf of the group. If approved, however, each traveler must sign a Waiver, Release and Hold Harmless Agreement.

PLEASE ATTACH A SEPARATE, TYPEWRITTEN DOCUMENT WITH THE FOLLOWING INFORMATION:

- Summary of purpose of travel:** *A thorough description of the nature and purpose of the proposed travel.*
- Detailed travel itinerary:** *A detailed itinerary, including travel dates, each country/city/region, general purpose of time spent in each area, etc. Also attach a printed copy of applicable U.S. State Department Travel Warnings or Travel Alerts, Centers for Disease Control (CDC) Travel Health Warnings, or other relevant information for each country.*
- Risk Mitigation Plans:** *A thorough description of your mitigation plans for specific risks related to the travel warning(s).*
- Contact Information:** *A thorough listing of both U.S. and international contact information while travelling.*

Signature of Traveler (or travel leader) _____
Date

Printed Name of Chair, Director, or Advisor _____
Signature of Chair, Director, or Advisor _____
Date

Printed Name of Dean _____
Signature of Dean _____
Date

Signature of Associate Provost for International and Border Programs _____
Date

Travel warning exception is:	Approved	Denied
_____ Signature of Executive Vice President and Provost		_____ Date

Please return this form to: Ms. Cynthia Garrett, Administrative Assistant to the Associate Provost, Office of International and Border Programs, New Mexico State University Garcia Annex Rm. 246, P.O. Box 30001 - MSC 3567, Las Cruces, NM 88003-8001. ibp@nmsu.edu Tel. (575) 646 7041, (575) 646-1517 – fax