



Level 3 U.S. Department of State Travel Advisory Travel Request Process

Travel to countries with a Level 4 U.S. Department of State Travel Advisory is not allowed. A Level 3 U.S. Department of State Travel Advisory indicates significant safety risk for U.S. citizens. Individuals conducting university business/studying abroad may **not** travel to a Level 3 Travel Advisory country **without written permission** from the UWRF Risk Management Working Group. In order to have a travel request to a Level 3 Travel Advisory country considered, you must provide the following information electronically in a Word Document (.doc or .docx) or PDF file (.pdf) with attachments **at least 8 weeks prior to planned departure**.

Submit your information electronically to Dr. Heidi Soneson, Assistant Vice Chancellor for International Education at: heidi.soneson@uwrf.edu



1. Which country are you requesting to visit?
2. Which city/cities will you be visiting?
3. Explain why your proposed activity in a Level 3 Travel Warning country rises to the level of meriting approval despite the significant risks.
4. Explain why your proposed travel cannot either be postponed or directed towards another site.
5. Is your planned location specifically mentioned in the Travel Advisory as an area of concern?
6. Please describe the research you have done regarding safety in the area where you will be located and what precautions you will be taking given the specific advisory for that country.
7. Provide the exact address, phone number, and web site (if applicable) where you will be residing, and explain how this is a safe location with access to support if an emergency evacuation is needed.
8. If you are not able to leave the overseas country because of increased danger, what is your plan?



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9. Submit official, informed documentation of the local circumstances and the security measures in place at the location where you will be staying.
10. You will be required to enroll in the U.S. Department of State Smart Traveler Enrollment Program: <https://step.state.gov/>. Please confirm that you agree to enroll in the STEP program prior to departure. Students will automatically be enrolled in the STEP program.
11. You will be required to purchase CISI international insurance for your time abroad. Please confirm that you understand this requirement and will contact the Office of International Education to enroll in the insurance at least one week prior to departure. Students will be automatically enrolled in CISI insurance, which is part of their education abroad program fees.

Approval to travel to a Level 3 Travel Advisory country is not guaranteed. In addition, should a Level 3 Travel Advisory country security change and risk increase prior to your departure, you must contact the UWRF Risk Management Working group to confirm whether or not you may still continue with your planned visit to that country.

The University of Wisconsin-River Falls assumes no responsibility or liability for events or injury that may occur if you travel to a Level 3 Travel Advisory country. Any contact with you before or during your travels will be conducted through your UWRF email address.

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