


## Interoffice Communication

**Date:** March 18, 2021

**To:** Academic Deans and Department Chairs

**From:** Jonathan Wickert  
Senior Vice President and Provost 

**Subject:** International Travel Process (SVPP COVID-19 Communication #25)

On March 11, 2021, the Board of Regents [lifted its moratorium](#) on international travel for Iowa State University students, faculty, and staff. I am writing with information related to travel requirements, visiting scholars, and study abroad programs.

### Faculty and Staff Travel

International travel for faculty and staff may be permitted, subject to the following requirements:

- All employees traveling internationally on university business must [register their travel](#) in advance with the Office of Risk Management.
- Employees must complete an international travel agreement and informed consent form that must also be signed by their supervisor in advance of travel. This short form can be obtained as part of the travel registration process with the Office of Risk Management, is attached to this memo for reference, and is also available on my office's [website](#).

Faculty and staff travelers must agree to follow COVID-related laws and policies of their host countries and institutions upon arrival; return to the U.S. if recalled by the university or Board of Regents; and follow CDC/DHS, state, or university health guidelines upon their return. Should travel fund sources not cover all costs, department-level sources will be applied.

Due to the COVID-19 pandemic, all international travel is currently considered high-risk, and travelers are required to have their itinerary reviewed by Shaun Jamieson, international risk manager, in the Office of Risk Management. Shaun can be contacted at 515-294-6916 or [intlrisk@iastate.edu](mailto:intlrisk@iastate.edu). That review and consultation can be very helpful in identifying vaccine and/or quarantine requirements in the host country, and when making plans to return to the United States. Please contact Shaun at least two weeks prior to departure to arrange a consultation.

While international travel may resume, it is important to remember that conditions, as well as Board and university policy related to travel, may change at any time.

## **Graduate Student Travel**

Graduate student travel for purposes such as research or conferences is processed through the Office of Risk Management. Graduate student travel related to credit-bearing programs, internships, or preceptorships is coordinated through the Study Abroad Center.

## **Independent Student Travel**

Independent Student Travel is defined as [university-sponsored travel](#) that is not part of a study abroad program, and includes such activities as student teaching assignments in other countries, graduate research projects, and competitive programs that host students abroad. Independent student travelers must complete an international travel agreement and informed consent form that requires approval by the student's academic college. That form is also attached for reference and is available on my office's [website](#). Additional information is available from the Study Abroad Center at 515-294-6792 or [studyabroad@iastate.edu](mailto:studyabroad@iastate.edu).

## **Visiting Scholars**

A new Visiting Scholars Policy has been developed and is currently available for review and comment/feedback, through April 11, in Iowa State's [Policy Library](#). Requests to host visiting scholars may not be made until the effective date of the new policy, targeted for May 1, 2021, and must use a new electronic process. Additional information on this process will become available in the coming weeks.

## **Study Abroad**

As previously announced, study abroad experiences have been canceled for Spring 2021. The International Working Group, collaborating with the Council on International Programs and Study Abroad Center, is evaluating options for a limited number of summer and fall programs. Additional information will be shared as it becomes available.

Please share this information with your faculty, staff, and leadership teams as appropriate.

JAW/jj

C: Wendy Wintersteen, President  
Pam Cain, Senior Vice President for Operations and Finance  
Toyia Younger, Senior Vice President for Student Affairs  
Kristi Darr, Vice President for University Human Resources  
Michael Norton, University Counsel  
Shaun Jamieson, International Risk Manager  
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