

International Programs

Non-Credit Travel Registry Process

Dear Minot State faculty or staff member,

Thank you for your interest and enthusiasm in traveling internationally with students! Organizing this experience may seem overwhelming at times, but rest-assured, you are not alone. The process outlined in this document has been developed to support you by providing several resources, including traveler's health and safety tools.

Please note that leaders of all non-credit student travel connected to Minot State must adhere to the steps described below. This includes any international travel with students for activities connected to an MSU department, club, group, organization, honor society, non-required or optional course activity, etc. Examples of such travel include: volunteer or charitable activities, service learning, mission trips, research, conference attendance and other international travel with students.

Travel to Canada is exempt from the steps listed below, but please see these important notes regarding [travel considerations to Canada](#).

Faculty/Staff Leader Responsibility Checklist



Provide travel itinerary

Faculty or staff leader must register the travel with the Office of International Programs by providing an itinerary including lodging, transportation, and a daily agenda to the Director of International Programs *at least 6 weeks prior to the start of travel*.

- Travel to destinations with a “**Level 4 – Do Not Travel**” advisory from the [U.S. Department of State](#) will not be permitted for university related activities involving students.
- Travel to destinations with a “**Level 3 – Reconsider Travel**” advisory from the U.S. Department of State will require a safety/crisis management review by the MSU International Advisory Committee before receiving approval.



Ensure completion of requisite paperwork for risk management purposes

All travelers (students and leaders) must complete the [Traveler Information Form](#) at least 4 weeks prior to the start of travel.

Students who do not complete the Travel Information Form assume all risk associated with their travel and hold MSU harmless for any liability related to the travel.



Complete post-travel reporting requirements

Upon return, students and faculty/staff must report on the experience.

- Students and leaders must complete a post-travel evaluation, provided by the Office of International Programs.
- If a violation of institutional policy or a criminal act occurs on a university-affiliated program, it must be reported through the proper channels (for example: [Clery Act reporting](#), [Title IX](#) infractions, [MSU Student Conduct](#) violations). The Office of International Programs will provide leaders with information on mandatory incident reporting requirements prior to travel.

Office of International Programs Support Services

The Office of International Programs will coordinate the following services for non-credit international travel:



Medical and emergency insurance

All travelers (students and leaders) are required to purchase [CISI International Medical and Travel Insurance "Comprehensive Plan."](#) Payment for the coverage may be made from personal or departmental funds. Enrollment into the policy is initiated by the Office of International Programs.



Travelers health recommendations

The Office of International Programs will provide country-specific traveler's health information, including [Center for Disease Control's](#) recommended vaccinations, which the leader must distribute to all travelers with sufficient time for the recommended vaccinations to be administered and effective before travel.



U.S. Department of State Safe Traveler Enrollment (SAFE)

The Office of International Programs will complete the enrollment process for all MSU travelers to allow the U.S. embassy, friends and family a means of contact travelers in case of emergency.



Pre-departure orientation

Upon request, the Office of International Programs will provide a pre-departure orientation including information on culture shock, health and safety information, travel tips, and border crossing information.

Non-compliance: Faculty and staff who do not follow the above procedure may lose the ability to participate in university related international activities involving students.

Policy drafted and approved by MSU International Advisory Committee: 11/6/2018. Reviewed and approved by general counsel: 2/1/2019. Approved by President's Staff: 2/15/19.