

Short Term Organized International Travel (STO-IT) Guidelines

Definition of Short Term Organized International Travel (STO-IT)

Carnegie Mellon students participating in STO-IT programs will be classified as such when:

1. travel is part of an academic course, or
2. students receive university credit as part of the STO-IT, or
3. STO-IT is led by a Carnegie Mellon faculty or staff member in conjunction with a course, with an experience that complements a course, or with a university-organized meta-curricular experience, or
4. the student group receives any university support (financial or otherwise), or
5. the student group is officially recognized by Carnegie Mellon.

Typically these students travel outside the U.S. in conjunction with a course, to complete or complement academic requirements, or with an organized group during the winter or spring breaks.

Students planning overseas travel experiences which do not meet the STO-IT definitions (above) are encouraged to contact an OIE Study Abroad Advisor for relevant international travel information.

STO-IT programs that fall into one of the five definitions above must adhere to the following requirements.

* If your trip involves travel to a country listed on the State Department Travel Advisory

http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html, please contact Risk Management at 412-268-3790 or bcappo@andrew.cmu.edu for further instructions.*

Requirements for Faculty, Staff and Students Leading Short Term Organized International Travel

Before traveling outside the U.S., University faculty, staff or students who are leading or supervising a STO-IT experience are obligated to:

- **notify** their College or Department and the Office of International Education (OIE) of the planned student travel program, (OIE will notify Risk Management),
- **notify** Student Activities if they are a student-led group to coordinate support and advising
- **submit a detailed travel itinerary**,
- **require that every student traveling abroad fill out completely and sign** the
 - *Participant Agreement, Acknowledgement of Risk and Consent for Treatment*
 - *Short Term Organized International Travel Personal Data Sheet*
- **collect** copy of students' passports, proof of current health insurance (that will cover international travel), and students' ISIC. The Office of International Education (OIE) offers health insurance information on the Study Abroad website:
<http://www.studentaffairs.cmu.edu/oie/sab/before/health/insurance.html>
- **provide adequate travel pre-departure orientation** in conjunction with OIE's study abroad staff,
- **be familiar with emergency protocols** in the *Guide for Short Term Programs*,
- **maintain** copies of forms completed by participants and **send** the originals to OIE.

Requirements for Students Participating in Short Term Organized International Travel

Students participating in STO-IT are obligated to:

- **fill out completely and sign** the
 - *Participant Agreement, Acknowledgement of Risk and Consent for Treatment*
 - *Short Term Organized International Travel Personal Data Sheet*,
- **confirm** and **submit** to group leader a copy of their passport, proof of health insurance, and their ISIC,
- **attend** an international travel pre-departure orientation.