



Faculty-Led Student Group Global Safety Checklist for International Travel

VTRAC: vtrac@vanderbilt.edu

Global Safety: globalsafety@vanderbilt.edu

VIRT 24/7: +1 615 322 2745

Vanderbilt Travel Risk Assessment Committee (VTRAC) Request

- Faculty and staff traveling with a student group are **required** to submit [Faculty-Led Travel Request Form](#) regardless of the US Department of State and/or CDC travel advisory level, 30 days prior to travel
 - [Student Roster Template](#)
- Review the [Faculty & Staff Travel and Expense Reporting Policy](#)
- Contracts with on-site providers and vendors should be shared with Global Safety for review prior to signing.

• **Vanderbilt Incident Response for Travel (VIRT)**

- VIRT connects VU travelers -- students, staff, and faculty -- to resources and safety-related guidance while they are away from campus. This includes connecting with appropriate healthcare abroad, guiding you in using international medical insurance, emergency response, and coordinating a medical emergency or evacuation from abroad. ([VIRT Incident Levels & Response Procedure](#))
- Register with the US Department of State [Smart Traveler Enrollment Program \(STEP\)](#)
 - Contact VIRT 24/7: **+1 615-322-2745**
 - **For Emergencies:** contact the VIRT phone number then tell the VU public safety dispatcher that you want to report an issue to VIRT, and you will be routed to the person on-call.
 - **For non-emergencies:** email VIRT@vanderbilt.edu

Travel Registration – ANVIL International Security Provider

- **If your trip was NOT booked through WORLD TRAVEL**, Vanderbilt’s travel agency via Concur/phone/email, please forward your original flight itinerary from your airline to VanderbiltTrip@anvilgroup.com
- Itineraries booked through the Concur/World Travel service are automatically enrolled in our travel registration system and do not need to be emailed to Anvil
- Contact the [Office of Global Safety](#) if you have problems with this process

• **GeoBlue International Insurance**

- All Vanderbilt students, including graduate and professional students, are **required** to enroll in GeoBlue.
- Two options for GeoBlue enrollment
 - **Group enrollment-** registers all group members at one time. Generates an invoice to be paid by the faculty-leader through VU procurement.
 - To enroll in a group plan please email globalsafety@vanderbilt.edu
 - **Individual enrollment-** each traveler enrolls in a GeoBlue plan individually using the VU group code.
 - [GeoBlue Enrollment Webpage](#)
 - VU Group Code: **KXP-37915**
- Faculty and staff are highly encouraged to enroll in GeoBlue.

Pre-Departure Orientations (PDO)

- All faculty-leaders are *strongly encouraged* to complete health & safety PDO prior to travel.
- All students are *required* to complete the student health & safety PDO

- Student Session
- Faculty & Staff Session
- Combined Session

The student and faculty PDOs take approximately one hour each or can be combined for a total of an hour and a half.

Health & Wellbeing Guidance

- Centers For Disease Control (CDC) Information
 - [CDC destination recommendations and requirements](#)
- All travelers are strongly encouraged to visit a healthcare provider for a travel consultation and receive all recommended vaccines prior to travel.
 - [Vanderbilt Occupational Health Clinic](#)
- [GeoBlue Pre-Departure Program](#)
 - Provides pre-trip health guidance and answers to questions based on specific health needs.

Release of Liability and Travel Waiver

All students are required to read, sign, and submit the attached release of liability and travel waiver to their faculty-leader prior to their departure.

• **Safety Considerations**

- Travel should only be considered to locations where you can demonstrate strong in-country contacts and a high level of on-site support.
- Proactive communication with the [Office of Global Safety](#) and familiarity with the travel itinerary will help us respond more effectively if an incident occurs.
- Travel risk briefs covering topics on identity safety and mental health are available from Global Safety upon request. Contact globalsafety@vanderbilt.edu for more information.

• **Additional Travel Considerations**

- Travelers should be aware of the entry and exit requirements for the US and their destination. Reference [CDC travel](#) and [US Department of State](#) travel for guidance.
- Entry and exit requirements in individual countries are rapidly changing. Travel polices cannot be relied upon to be accurately and consistently enforced across border agents/immigration officials.
- A valid passport is needed for all international travel and is required to apply for any entry or transit visas.
- Passports require at least 6 months of validity beyond the last day of travel. U.S. consular affairs offices are very limited due to staffing shortages. Replacement and new passports can take months to process.
- Similar processing delays will be experienced by those renewing non-U.S. passports.
- Ensure that you have the required visa for traveling to the destination country. [CIBT Visas](#) and [Travisa](#) can, for a fee, assist with the visa application process.

STATEMENT OF RESPONSIBILITY, RELEASE OF LIABILITY, AND AGREEMENT TO PARTICIPATE IN A VANDERBILT UNIVERSITY INTERNATIONAL STUDENT PROGRAM

I, _____, am a student at Vanderbilt University ("Vanderbilt" or the University"). I desire to participate in international activities sponsored by the University (which may include, but not be limited to, study abroad programs in collaboration with international host organizations, service projects, or internships) in _____ (the "Program"). I understand and hereby acknowledge that my participation in the international Program is not a requirement for earning a degree from Vanderbilt and, therefore, my participation is wholly voluntary. In consideration of being allowed to participate in the Program, I hereby agree as follows:

I understand that Vanderbilt does not guarantee my safety during participation in the activity and that there are inherent risks of property damage, personal injury to myself and others, and exposure to COVID-19 or other infectious disease that may exist in any public place where people are present. COVID-19 is highly contagious and can lead to severe illness and death. Vanderbilt is following public health guidelines to reduce the spread of infection; however, Vanderbilt cannot guarantee that participants will not become infected with COVID-19. I acknowledge that I cannot be protected from all risks of illness caused by COVID-19.

As a participant in the activity, I voluntarily assume all risks related to any exposure to COVID-19 (or any infectious disease), personal injury, or property damage, by voluntarily participating in this activity. I understand that the rules and regulations of the activity and Vanderbilt are designed for the safety and protection of all participants, and I hereby agree to abide by these rules and regulations.

I release Vanderbilt, its students, volunteers, and staff (collectively referred to as "Parties") from any responsibility for my acts or the acts of others while participating in this activity, and for any claim based on the spread or contraction of COVID-19 in connection with my participation in the activity, and I agree to hold Vanderbilt harmless from any third-party claim based on that participation.

I hereby represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I may sustain or experience while inside or outside the United States, including in particular, any country in which I will be residing and/or traveling while participating in the Program.

I understand and agree that participation in the Program carries with it the risk to me of personal or bodily injury (including death) and loss or damage to property, and I willingly and knowingly accept that risk. I also understand and agree that Vanderbilt does not and will not guarantee my safety during my participation in the Program. With this understanding, I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, relieve, indemnify and forever discharge Vanderbilt University, its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any personal or bodily injury (including death) and loss of or damage to property that I may sustain, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program, any related or independent travel, any activities (e.g., club or extracurricular activities) or field trips, irrespective of whether or not they are sponsored, supervised or controlled by the University, except such liability arising directly and solely from gross negligence on the part of the University.

I understand and acknowledge that the University assumes no responsibility or liability, in whole or in part, for any delays or changes in departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, expenses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, *force majeure*, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the University's reasonable control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules or other factors beyond the control of the University, I am required to spend additional nights, the University will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are transported at my risk entirely.

I understand and agree that throughout my participation in the Program I am responsible for abiding by the laws of any country in which I am residing or traveling and the policies and procedures of the University and the host institution.

I acknowledge that I have read and understand the information provided in the State Department Consular Information and have been provided with an opportunity to ask questions and receive answers to my satisfaction. I agree that in the event I elect to travel to another country or region, I will check the then-current U. S. State Department Consular Information concerning travel to, in and around that other country or region, which information can be accessed at <http://www.travel.state.gov/>. I am aware of and understand the risks and dangers of such travel, including but not limited to the dangers to my own health and personal safety posed by terrorism, crime, civil unrest, and violence. I hereby assume, knowingly and voluntarily, each of these risks and all of the other risks which could arise out of or occur during such travel.

During the Program, I may also choose to participate in elective excursions or cultural events sponsored by the host institution, or other organizations. I understand and hereby acknowledge that where I face a risk of personal or bodily injury (including death) or loss or damage to property due to civil unrest, violence, terrorism, crime or political instability by my travels (whether as part of the Program or independent of it), I hereby assume, knowingly and voluntarily, each such risk which could arise out of or occur during such travels.

I consent to Vanderbilt's use of my name, photograph, likeness, comments for use in Vanderbilt publications, including publicity or promotional materials.

I hereby acknowledge that I am over the age of eighteen (18) years. I agree that this Agreement is to be construed under the laws of the State of Tennessee, U.S.A., and that if any portion is held invalid, the remaining provisions shall continue in full legal force and effect. In signing this Agreement, I hereby acknowledge that I have read the entire document, that I have been given the opportunity to ask questions and receive answers to my satisfaction, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

CAUTION-READ BEFORE SIGNING

By signing below, I acknowledge that I am 18 years of age or older and understand that I am entitled to have an attorney of my own choosing to review the release prior to signing. I have read the foregoing Release in its entirety and understand that I am signing a complete and perpetual release and bar to any and all claims resulting from my participation in this activity.

IF THE PARTICIPANT IS NOT 18 YEARS OF AGE OR OLDER, THIS RELEASE MUST ALSO BE SIGNED BY PARENT(S) OR LEGAL GUARDIAN.

Print Name (Participant)	Signature	Date
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Print Name (Witness)	Signature	Date
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PARENT(S)/LEGAL GUARDIAN

Print Name (Parent/Guardian)	Signature	Date
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Print Name (Parent/Guardian)	Signature	Date
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