Travel requests to destinations deemed to pose high risks to travelers require review and approval by the International Oversight Committee (IOC) ([utdallas.edu/rs/IOC/](http://utdallas.edu/rs/IOC/)) before departure. High Risk Regions include, but are not limited to all countries with a current U.S. Department of State Travel Alert / Warning. To determine if your destination requires IOC review, drop your destination in the High Risk Regions tool ([utdallas.edu/rs/hrr/](http://utdallas.edu/rs/hrr/)).

Submit to the IOC at [ICRSO@utdallas.edu](mailto:ICRSO@utdallas.edu) an Explanation of Travel Letter and a Detailed Itinerary, find detailed information below. The IOC will use this information to evaluate the risk for your travel request.

**Step 1 Review the U.S. Department of State and International SOS Risk Rating information on your destination**

1. Log in to ISOS at [https://www.internationalsos.com/](https://www.internationalsos.com/).
2. Use the drop down menu to select the country to which you will be traveling.
3. Read the information in the Overview tab and explore available detailed information.
5. Search for Travel Warnings, advisories, and country information sheets for the intended destination.
6. This information will help you both prepare your Explanation of Travel letter and assess your destination risk.

**Step 2 Explanation of Travel Letter**

Include your full name and UT Dallas e-mail at the top, do not exceed 1 – 2 single-spaced pages and address the following:

**Rationale**

1. City, Country and dates of program.
2. Explain purpose and goals of the travel as related to UT Dallas (academic or benefit to UT Dallas).
3. Provide compelling reason why this travel must take place at the location, despite current risks.
4. Address any alternative opportunities available and why they were not chosen.
5. Describe relevant experience (academic) that has prepared you for the travel.
6. Explain how this travel will advance: academic goals, impact coursework at UT Dallas, aid in the pursuit of degree or benefit UT Dallas.
7. Clearly state if academic credit will be awarded.

**Safety preparedness**

1. Describe your level of familiarity with the proposed destination (including professional networks, family connections, language proficiency, etc.)
2. Address the specific steps that will be taken to mitigate risk identified by the U.S. Department of State and International SOS.
3. Describe any on-site organizational or institutional support that would mitigate the concerns identified.
4. Describe your plans for handling an emergency or crisis.

**Step 3 Detailed Itinerary**

Include your full name and UT Dallas e-mail at the top and attach to the Explanation of Travel Letter.

1. List dates and physical addresses of where you will be based, including accommodations. Include the Google Map “Short URL” for each.
2. List cell and land phone number(s) where you can be reached. For land line, include name and location.
3. Provide all land line phone numbers as if one were dialing from the U.S.
4. Describe what mode of day-to-day transportation you will use.
5. List proposed flights (we recommend you do not book travel prior to approval, however please list your potential flight information).
6. Describe field trips or excursions to other locations outside the main area(s) in #1, include transportation modes.

If you have any questions on the information requested, please contact the International Center Risk and Safety Office at [ICRSO@utdallas.edu](mailto:ICRSO@utdallas.edu) or 972 883 4042. Review by the IOC may take 1 to 5 business days, and travelers may be required additional information.