

# International Travel Authorization Request for Individual Student or Student Group. B14-F

Use this form to request **advance approval** of travel in, to, or from a destination that is NOT in the United States or Puerto Rico.

- For International travel, **Research Assistants / Teaching Assistants and Associates** are considered students.
- Institutional authorization must be obtained prior to departure.
- Registration of the trip in International SOS (ISOS) must occur prior to departure. [utdallas.edu/rs/isos/](http://utdallas.edu/rs/isos/)
- This form can be filled out and signed with Adobe. [utdallas.edu/rs/signwadober](http://utdallas.edu/rs/signwadober)

## **6-3 months prior to travel, verify if risk authorization is a required**

- Determine if risk authorization is required: [utdallas.edu/rs/hrr/](http://utdallas.edu/rs/hrr/).
- If required, guide your travelers to request risk authorization: [utdallas.edu/rs/risk-authorization/](http://utdallas.edu/rs/risk-authorization/)
- International Risk and Safety will notify you and the travelers if risk is authorized. This is a required step in the travel authorization process.

## **6-4 weeks prior to travel request travel authorization**

### **Collect required documents**

- This International Travel Authorization (ITA) form.
- All other required documents listed at: [utdallas.edu/rs/student-authorization/](http://utdallas.edu/rs/student-authorization/)

### **Have your travelers(s) register their trip in International SOS (ISOS) prior to departure**

1. Registration is a required step to obtain travel authorization. Registration is automatic when using the [University Contracted Travel Agencies](#). When using outside agencies for any or all portions of the trip, the traveler must submit their travel itinerary for registration, find instructions at: [utdallas.edu/rs/isos/mytrips/](http://utdallas.edu/rs/isos/mytrips/).

### **Submit the travel request to International Risk and Safety at [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu).**

2. Fill out this ITA form and attach additional required documents as applicable.
3. If guests have been authorized to accompany participants on this trip, carefully read the RUO Guidelines for Guests at: [utdallas.edu/rs/itguidelines/](http://utdallas.edu/rs/itguidelines/) and include the documents noted for guests.
4. Obtain RUO Authorization.
  - a. The RUO is the faculty or staff leader traveling with the group, or advising the student organization, or leading trip arrangements, or funding, organizing, or sponsoring the trip.
  - b. For students traveling on education abroad programs, unless otherwise determined, Education Abroad is considered the RUO.
5. Submit the request to the International Risk and Safety:
  - a. If a student noted on this form will take UTD-owned devices or equipment, submit the request to the Office of Research Compliance (ORC) at [conor@utdallas.edu](mailto:conor@utdallas.edu) – ORC will route it to International Risk and Safety at [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu), otherwise submit the travel request directly to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu).

### **Monitor that your traveler obtains travel authorization prior to departure**

6. International Risk and Safety will:
  - a. Review request for completeness, including risk authorization when applicable.
  - b. Review registration of the trip in International SOS.
  - c. Route the travel request to the President or President's Designee with a copy to the UTD Police.
7. The President or President's Designee will:
  - a. Review the request has all appropriate authorizations, and sign to provide institutional authorization.
  - b. Return a copy to the contact person listed on pg 3 and to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu).
  - c. At this point the travel authorization process is complete.
  - d. For record retention purposes, note the U.S. government requires 5 year retention for [travel to Cuba](#) documentation.

### **Denials**

8. If at any point in the authorization process the travel request is denied, the request will be returned unsigned to the contact person noted on pg 3, with copy to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu).

## International Travel Authorization Request for Individual Student or Student Group. B14-F

- Advanced travel authorization is required for trips in, to, or from a destination NOT in the United States or Puerto Rico.
- Complete the student international travel authorization process 6 to 4 weeks prior to departure: [utdallas.edu/rs/student-authorization/](http://utdallas.edu/rs/student-authorization/).
- For International Travel, Research Assistants, Teaching Assistants, and Teaching Associates are considered students.
- RUOs traveling with students should carefully read the Guidelines for the RUO at: [utdallas.edu/rs/itguidelines/](http://utdallas.edu/rs/itguidelines/)
- This form can be filled out and signed with Adobe, and routed by e-mail. Instructions at: [utdallas.edu/rs/signwadober](http://utdallas.edu/rs/signwadober).

<b>A. Travel and Activity Information</b>	
RUO/Sponsor Name _____	UTD e-mail _____
24/7 phone (in an emergency involving this trip, the University may need to reach you) _____	
Activity Description (See examples at: <a href="http://utdallas.edu/rs/international-travel/">utdallas.edu/rs/international-travel/</a> ) _____	
Official Activity Dates (mm/dd/yy). Ex. Conference dates, program dates. Start date _____ End date _____ Student travelers will have insurance based on the authorized activity dates and will be charged a fee for this insurance. <a href="http://utdallas.edu/rs/insurance">utdallas.edu/rs/insurance</a> .	
Destination(s) (city(ies), country) _____	
Is the trip funded in part or fully by UTD (transportation, meals, lodging or other reimbursable expenses)?	
<input type="radio"/> YES	Cost Center _____ Estimated Expenses _____
<input type="radio"/> NO	

<b>B. RUO / Sponsor Authorization.</b> Sign once this request form is filled out, and all required documents for all the travelers are included. The RUO/Sponsor signature indicates the student or group has completed all travel authorization requirements, and that all applicable University procedures related to student travel and/or state employee travel will be followed. If the trip is denied at any stage, notify the travelers. See <a href="http://utdallas.edu/rs/student-authorization/">utdallas.edu/rs/student-authorization/</a> .		
Name (print) _____	Signature _____	Date _____

If a student noted on this form will take UTD-owned devices or equipment, submit the request to the Office of Research Compliance (ORC) at [conor@utdallas.edu](mailto:conor@utdallas.edu) – ORC will route it to International Risk and Safety at [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu), otherwise submit the travel request directly to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu).

<b>C. Research Compliance Authorization.</b> Signature indicates an export license is not required for carrying outside of the US the items described in the License Exception Information section. When signed, or if denied, return to the RUO/Sponsor.		
<input type="radio"/> Traveler(s) <u>will</u> carry UTD-owned devices or equipment <input type="radio"/> Traveler(s) <u>will not</u> carry UTD-owned devices or equipment		
Name (print) _____	Signature _____	Date _____

<b>D. International Risk Authorization.</b> Signature indicates review of destination and when applicable, IOC risk authorization. When signed, route to the President or the appropriate President's Designee and to the UTD police. If denied, return to the contact person noted on pg 3.		
<input type="radio"/> IOC authorization <u>not</u> required <input type="radio"/> IOC authorization required		
Name (print) _____	Signature _____	Date _____

<b>E. President or President's Designee Authorization.</b> Sign once step D is complete. Signature indicates institutional authorization for this trip. Route a copy to the contact person noted on pg. 3 of this form, and a copy to <a href="mailto:IRSO@utdallas.edu">IRSO@utdallas.edu</a> . If denied do not sign and return to the contact person noted on pg 2 and <a href="mailto:IRSO@utdallas.edu">IRSO@utdallas.edu</a> .		
Name (print) _____	Signature _____	Date _____

