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Laney Graduate School International Travel Policy

Updated November 1, 2022 (replaces the policy dated January 6, 2022)

Updates include additional steps for approved travel, immunization requirements, information about group travel.

Emory-sponsored* international travel for LGS students may be permitted, provided the proposed travel has been reviewed and approved by the Dean of the Laney Graduate School. Students who plan to travel internationally must seek approval from the LGS Dean using the [LGS International Travel Form](#).

Regardless of funding source (e.g. PDS award, program funding, etc.) ALL Emory-related international travel MUST be approved through the [LGS International Travel Form](#).

Approval Considerations:

1. Proposed international travel must be essential to students' academic progress.
2. Approval is contingent upon the proposed travel's consistency with Emory travel policies and guidelines set by the Office of Global Strategy and Initiatives and the Executive Travel Safety Committee (ETSC).
3. All immunization requirements must be met, including COVID vaccine and booster, unless cleared by the ETSC.
4. Students who are not fully vaccinated and boosted (for the relevant vaccines) first require approval from the LGS Dean's office. If approved, the LGS Dean's office will then submit the petition for additional approval to the ETSC.

Students approved to travel must:

1. Register their travel with the [ISOS](#), download ISOS App, and complete the ISOS Emergency Record (these items are accessible once logged into ISOS's Emory Dashboard).
2. U.S. Citizens/Nationals must register with the U.S. Department of State via the nearest U.S. Embassy or Consulate via the [Smart Traveler Enrollment Program \(STEP\)](#).
3. Have an academic or housing contingency plan if a program is cancelled due to the pandemic.
4. Submit contact information for an emergency contact who will be reachable during the proposed travel.
5. Remain in compliance with Emory's vaccination policy. This means that, unless there is an approved exemption, per Emory's student immunization policy, students must be fully vaccinated for COVID-19. If a student has been granted an exception from COVID-19 vaccination, they must also request a testing exemption for the period of time they will be traveling and therefore unable to participate in on-campus testing.



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Supplemental Traveler's Health Insurance:

Although not required, LGS strongly encourages graduate students traveling internationally to purchase supplemental traveler's health insurance that includes coverage of quarantine expenses (hotel, meals, and trip interruption). Emory does not have a preferred vendor for supplemental traveler's health insurance, but details can be found on the [Global Strategies and Initiatives website](#). (Note: not all insurance policies provide coverage for the costs of quarantine, so travelers should review the policy carefully before purchase). Travelers who are applying for PDS funds for international travel may budget for the cost of supplemental traveler's health insurance in their PDS application.

Group Travel:

Group travel involves [special considerations and requirements](#), including a detailed contingency plan that must be in place for situations in which a student or faculty member is exposed to COVID-19, hospitalized, or must quarantine or isolate.

Emory reserves the right to revoke approved travel permissions should pandemic-related conditions change.

*Emory-sponsored international travel is defined as a program or plan of travel outside of the United States that Emory (an employee or entity of Emory) arranges or for which Emory provides funding (funding flowing through Emory financial systems) or other resources, gives academic credit, or endorses as necessary for the student's academic training or program.

Contacts:

- **LGS approval process:** Email Dr. Katy Leonard, Assistant Dean of Professional Development and Career Planning (katy.elizabeth.leonard@emory.edu)
- **International travel policy or the [university's travel policy](#):** Email the Office of Global Strategies and Initiatives (global@emory.edu).