

Loyola University New Orleans  
Center for International Education

Procedures and Application for Student Waiver of Loyola policy on study in country with Level 3 or Level 4  
Travel Advisory

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**Procedures for Students Applying to study in a non-Loyola program where there is a Level 3 or Level 4 travel advisory**

1. **Timeline** - All applications for fall and full year are due on March 1 and for spring on October 1.
2. **Application**- Student must submit the Student Application to study in a non-Loyola program where there is a travel warning to CIE along with any supporting documentation.
  - a. if the student will be enrolling directly in a university abroad, the petition should also include information required by the petition for direct enrollment
  - b. The student must still complete and receive academic approval for the specific program and courses by completing the [Course Approval Form](#).
3. **Review**- The Internationalization Review and Advisory Committee reviews and decides whether or not to approve the student petition.
4. **Notification** – CIE will notify the student of the decision of the Internationalization Review and Advisory Committee.
  - a. Approval – if the petition is approved, the student will receive academic credit as per the course approval form.
  - b. Denial – if the petition is denied, and the student decides to study abroad, he/she will have to withdraw from the university and then reapply upon completion of the study abroad program. Acceptance of credits will be determined by Admissions.

For a list of State Department Travel Advisories please check the [State Department website](#).

For a list of Center for Disease Control Travel Advisories, please check the [CDC website](#).

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Phone number(s) where traveler can be reached internationally:

\_\_\_\_\_

Physical Address of all accommodations while abroad: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Alternate Emergency Contact Information While Abroad**

*Please provide an alternate person that Loyola and/or outside sources may use to communicate with you in the event of a crisis:*

Name: \_\_\_\_\_ Relation to Traveler: \_\_\_\_\_

Phone Numbers (cell/work/home):

\_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

**Partner University/Study Abroad Program Contact**

*If the program is an exchange or uses a 3<sup>rd</sup> party provider, please provide a contact for CIE to work with in the event of a crisis:*

Name & Title: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Numbers (cell/work/home):

\_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

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**SAFETY & SECURITY ASSESSMENT**

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1. The US State Department website is [www.travel.state.gov](http://www.travel.state.gov) and lists country-specific Travel Advisories for US citizens. Please summarize (do not copy/paste) the current State Department Travel Advisory for your location.
2. With regard to the current State Department Travel Advisory and your own health/safety/security assessment of the proposed location, what risks might you encounter while at the proposed site?
3. Describe your level of familiarity with the proposed international location.
4. Please discuss the academic necessity and appropriateness of the proposed study abroad.
5. Please discuss your previous experience abroad or other relevant experience.
6. What specific steps will you take to mitigate these risks? Please be as specific and detailed as possible.
7. Please discuss the emergency preparedness and the health and safety procedures of the institution that you will be attending.
8. Why do you think the university should approve your application to study in a country where there is a Level 3 or Level 4 travel advisory?