

LGS International Travel Clearance Workflow

Student

- Student completes the International Travel Clearance (ITC) Form in the LaneyConnect Hub.

DGS

- Slate routes the form to the DGS for review.
- DGS reviews and approves. If DGS does not approve, the student will receive a notification.

Student
Affairs

- Approved form is routed to Student Affairs for review.
- If the travel is Risk Level 3 or higher, SA will confer with Global Safety and Security for travel guidance as well as the Assistant Dean of Student Affairs. With Risk Level 4, the form is also reviewed by Dean Arriola.
- SA marks the form as “pending.”

Student

- Student receives a “pending email” asking them to complete an ISOS Travel Advisory Brief for their destination(s) and the Graduate Student International Travel Canvas Course.
- The student uploads the travel brief and the Canvas course certificate into their pending ITC form in the LaneyConnect Hub.

Student
Affairs

- Form is routed back to SA for final review and decision. Student, DGS, Advisor, and PA will receive a final email notification with decision.

Student

- Student is required to register their trip details (flight, hotels, etc.) with ISOS prior to departure.



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