



EMORY

LANEY
GRADUATE
SCHOOL

Laney Graduate School International Travel Policy

Updated July 29, 2024 (replaces the policy dated May 10, 2023)

Laney students must have any Emory-related international travel reviewed and cleared by the Laney Graduate School (LGS) prior to travel. This includes *Emory-sponsored international travel. **Students traveling internationally must seek clearance from LGS using the International Travel Clearance Form** on the Laney Connect Hub regardless of funding source (e.g., Professional Development Support Funds Program award (PDS), program funding, etc.). This process ensures the safety of our Emory populations.

Clearance Considerations:

1. Proposed international travel should be essential to students' academic progress.
2. Clearance 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).

Students traveling internationally must:

1. Complete the two-part international travel clearance form in the Laney Connect Hub.
2. Register their travel with the [International SOS \(ISOS\)](#), download the ISOS App, and complete the ISOS Emergency Record (these items are accessible once logged into ISOS's Emory Dashboard).
3. Self-enroll and complete the [International Travel Training](#) course in Canvas.
4. Upload verification of ISOS trip registration and completion of the Canvas course in the Laney Connect Hub.
5. U.S. Citizens/Nationals must register with the U.S. Department of State at the nearest U.S. Embassy or Consulate via the [Smart Traveler Enrollment Program \(STEP\)](#).
6. Have a contingency plan if a program is canceled or there is an emergency.
7. Submit contact information for emergency contacts who will be reachable during the proposed travel.

Emergency Medical and Security Assistance

Through Emory's medical and security assistant provider, [International SOS](#), students on Emory-sponsored international travel now have emergency evacuation and medical insurance while traveling overseas. This is emergency medical insurance offered by Emory University, where services and coordination of benefits are initiated by contacting International SOS. For proof of coverage, only your International SOS card and membership number #11BYSG000003 are required. For all medical incidents, please ensure International SOS is contacted immediately. Travelers should maintain their primary health insurance policy while traveling, in addition to being familiar with its global benefits and coverage for care outside the US.

Group Travel:

Group travel involves [special considerations and requirements](#), including a detailed contingency plan. 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 Policy:** Email Shannon Marsh, Program Coordinator, Student Affairs (shannon.myers.marsh@emory.edu)
- **International travel policy or the [university's travel policy](#):** Email the Office of Global Strategies and Initiatives (global@emory.edu). More information on [Global Safety and Security](#) and student travel is available through the Office of Global Strategies and Initiatives.