

International Travel Approving Authority

Refer to this table to identify the appropriate Approving Authority and process based on your role and the classification of your destination for international travel.

Role	Approving Authority	Process Level 1 or Level 2	Process Level 3 or Level 4
Students on exchange programs	Approval is through a process managed by the Student Success Office	Use existing internal systems to document approval.	Consult, then complete Approval Process for High-risk Travel
Students on co-op	Approval is through a process managed by the Co-operative Education department	Use existing internal systems to document approval	Consult, then complete Approval Process for High-risk Travel
Students on CEE work-integrated learning experiences	Approval is through a process managed by the WIL Programs Department	Use existing internal systems to document approval	Consult, then complete Approval Process for High-risk Travel
Students on Letter of Permission terms abroad	Faculty Advisor	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Graduate students in course-based programs	Chair/Director or Program Director	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Research graduate students	Supervisor and Chair/Director	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Postdocs	Supervisor	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Students on co-curricular activities	Department Head	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
All other students	Department Chair or School Director	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Faculty Members	Department Chair or School Director	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel
Faculty Members on sabbatical leave	Approval is through Policy 3 – Sabbatical and Other Leaves for Faculty Members	Use existing process Policy 3 – Sabbatical and Other Leaves for Faculty Members	Consult, then complete Approval Process for High-risk Travel
Staff	Department Head	Must sign off on International Travel Approval Form	Consult, then complete Approval Process for High-risk Travel

