



UNIVERSITY of
DENVER

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POLICY MANUAL
COVID INTERNATIONAL TRAVEL

Responsible Department: Office of Internationalization

Recommended By: Vice Provost for Internationalization, Executive Director for Enterprise Risk Management, and Office of the Provost

Approved By: Chancellor

Policy Number
INTL 2.50.071

Effective Date
7/22/2021

I. INTRODUCTION

- A. The University has long supported international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, and for other academic and administrative purposes dedicated to the public good.
- B. As the Centers for Disease Control (CDC) has observed, “[i]mmunization with a safe and effective COVID-19 vaccine is a critical component of the United States’ strategy to reduce COVID-19-related illnesses, hospitalizations, and deaths and to help restore societal functioning.”
- C. Until the end of the current COVID pandemic, the University is committed to taking measures to support safe international travel by its employees and students by requiring any employees and students traveling outside of the United States for University business or academic purposes be fully vaccinated.

II. POLICY OVERVIEW

All employees and students intending to travel internationally for University business and academic related purposes must:

- be fully vaccinated and at least two weeks past their final COVID-19 vaccination. Documentation of vaccination status must be uploaded to the University of Denver [MyHealth](#) portal at least two weeks prior to departure; and
- follow the University’s COVID-specific international travel processes and guidelines set forth below.

III. PROCESS OVERVIEW

A. The following University international travel guidelines are in alignment with CDC guidance:

1. Employee international travel:

- a. Employees may conduct University-approved international travel to any country that the CDC has designated a [COVID-19 risk level](#) 3 or lower without completing an additional risk management review process.
- b. Employees who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 4, must receive essential travel approval from their academic dean or division leader and connect with the University's International Travel Risk Analyst before departure to review plans and available resources.
- c. All employees must submit a Request in Pioneer Travel and Expense for all University-approved international travel before departure, and if funded by the University, employees must book travel through Pioneer Travel and Expense or by contacting Christopherson Business Travel directly.
- d. All employees will need to contact risk@du.edu to request a COVID acknowledgement form and return a signed copy two weeks before departure.

2. Student international travel:

- a. Undergraduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 1 or 2 are no longer required to submit an international travel risk petition and receive approval from the International Travel Committee and the Provost.
- b. Undergraduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 3 or 4 will need to submit an [international travel risk petition](#) and receive approval from the International Travel Committee and the Provost before departure.
- c. Graduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 3 or lower are no longer required to submit an international travel risk petition and receive approval from the International Travel Committee and the Provost.

- d. Graduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 4 will need to submit an [international travel risk petition](#) and receive approval from the International Travel Committee and the Provost before departure.
 - e. All experiential travelers must complete an [Experiential Learning Registration](#) in DU Passport at least two weeks before departure.
 - f. Students participating in [Office of International Education](#) (OIE) programs are approved to travel as these programs are continuously reviewed and approved on a case-by-case basis.
 - g. For faculty-directed programs, program leaders are required to submit a [program proposal](#) in DU Passport, and all programs will be reviewed and approved on a case-by-case basis by the International Travel Committee and the Provost.
- B.** All international travelers need to remain aware that the CDC is continuously evaluating the COVID-19 situation abroad and may change their country risk level designations at any time. Conditional approval will be granted, and conditions will be evaluated 30 days before intended departure date. All travel approval is subject to further review should the risk level designations change any time before departure. Also, travelers should know that many countries continue to implement new entry requirements, quarantine periods, internal restrictions, and testing requirements. It is essential for travelers to understand the landscape in their destination country and monitor changes so that they are prepared for any logistical challenges that they may encounter.
- C.** All international travelers are required to test following international travel. Recommended testing upon arrival and again 5-7 days following travel. Those who are fully vaccinated and have their vaccination records documented in MyHealth are not required to quarantine.

Contact the University's [International Travel Risk Analyst](#) with any questions.

IV. DEFINITIONS/RESOURCES

- A.** [International Travel Risk Analyst](#)
- B.** [University Procedures Concerning International Travel](#)
- C.** [DU Passport](#)
- D.** [Pioneer Travel and Expense](#)
- E.** [Office of International Education](#)

Revision Effective Date	Purpose