

Student University-Related International Travel Authorization

Please submit this form at least 20 days prior to date of international travel.



Office of the Provost
Be Bold. Shape the Future.

- ✓ Please refer to <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> for travel advisories.
- ✓ Please forward completed forms to the Office of the Provost via email at clgarret@nmsu.edu
- ✓ Please direct your inquiries to (575) 646-2594 or clgarret@nmsu.edu
- ✓ Please refer to the NMSU Administrative Rules and Procedures, Rules [14.69](#), [16.69](#) and [16.70](#) and the International Travel procedures web page (https://provost.nmsu.edu/international_travel/index.html) for more information.

IN CASE OF EMERGENCY WHILE TRAVELING, PLEASE CALL 575-646-3311.

TRAVELER INFORMATION:

College:	Department:	Advisor/Sponsor:		
Name:	Banner ID:	Date of Birth: mm/dd/yyyy	Citizenship:	Gender:
Cell Phone Number	Home Phone Number	Office Phone Number	Email Address (NMSU Only)	
Emergency Contact Name	Emergency contact phone:	Emergency contact email	Relationship to traveler	

Destination (City and Country)	Advisory Level	Travel Begins	Travel Ends	Flight # or Car info	Point of Contact at Destination

PURPOSE:

Please check all that apply.

☐	Academic Study	☐	Research	☐	Conference/Meeting	☐	Competition/performance	☐	Internship
☐	Study Abroad	☐	Recruitment	☐	Volunteer/Service	☐	Partner Development	☐	Visiting Scholar

Purpose of Travel:

FUNDING:

Estimated Cost of Travel: \$

Who will be paying for this travel? ☐ College ☐ Department ☐ Grant ☐ Other

If travel costs are paid through NMSU, please provide the following:

Index (FOPAL)	Fund	Account	Amount covered (\$)

INTERNATIONAL HEALTH INSURANCE:

INSURANCE WILL BE PROCESSED FOR YOU UPON RECEIPT OF TRAVEL FORM IN PROVOST OFFICE.

NMSU requires faculty and staff purchase supplemental international insurance (see <https://fbs.nmsu.edu/bpm/bpm-5c>). Please visit https://provost.nmsu.edu/international_travel/insurance.html for additional information.

Choose coverage & payment:

☐

Pay for GeoBlue with
Unrestricted
Departmental Index

☐

Pay for GeoBlue with
personal credit card

EXPORT CONTROL:

International travel by NMSU employees or students may be subject to export control regulations depending on the travel destination (some locations are embargoed), and the hardware, software, and/or technical data that you intend to take with you. Please visit https://provost.nmsu.edu/international_travel/export-compliance.html for additional information.

NMSU requires that faculty and staff comply with Federal laws and regulations intended to prevent unintentional export of controlled data and information, and/or to license your ability to export controlled data and information only if absolutely necessary. Your answers to the following questions are required to determine whether Export Control regulations apply to your trip, and must be provided before approval to travel can be granted.

1. Will you transport any research equipment, tools, instruments, samples, raw materials, or prototypes, either through carry-on luggage or checked bags?
☐ Yes ☐ No
2. Do you need to take a portable electronic device containing unpublished research data or proprietary data or software (not including standard business software or commercial computer security programs)?
☐ Yes ☐ No
3. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research?
☐ Yes ☐ No
4. Do your travel plans involve Iran, Cuba, Syria, North Korea, or another region specified as sanctioned and embargoed countries under the Office of Foreign Assets Control (OFAC) regulations?
☐ Yes ☐ No

If any of the situations above apply, please contact the Export Control Office (ECO) by email to ovpr@nmsu.edu, or call Dr. JoAnne Dupre at (575) 646-4463 for a determination of eligibility of the exemptions or to determine if a license will be required. The licensing process may take 2 months or more, so please contact the ECO as early in the planning as possible. **Please attach written evidence that the Export Control Office has cleared the hardware, software, and/or technical data that you intend to take with you on your trip.**

SIGNATURES:

☐

I acknowledge I have read the information on the web page https://provost.nmsu.edu/international_travel/index.html.

☐

Check here to confirm that the traveler has read and attached U.S. Department of State Travel Alert or Warning if applicable to destination.

☐

A copy of the traveler's passport is attached

☐

A copy of the passport has been previously shared.

Traveler's Name (same as above)

Traveler's Signature

Date

☐

Approve

☐

Do Not Approve

Advisor/Sponsor Name

Advisor/Sponsor Signature

Date

☐

Approve

☐

Do Not Approve

Dean's Name

Dean's Signature

Date

☐

Approve

☐

Do Not Approve

Office of the Provost

Office of the Provost Signature

Date