



EMORY

LANEY
GRADUATE
SCHOOL

Laney Graduate School International Travel Policy

Updated May 10, 2023 (replaces the policy dated November 1, 2022)

Emory-sponsored* international travel for LGS students may be permitted, provided the proposed travel has been reviewed and approved by the Dean of the Laney Graduate School. **Students who plan to travel internationally must seek approval from the LGS Dean using the [LGS International Travel Form](#), regardless of funding source (e.g. PDS award, program funding, etc).**

Approval Considerations:

1. Proposed international travel must be essential to students' academic progress.
2. Approval 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 approved to travel must:

1. Register their travel with the [ISOS](#), download ISOS App, and complete the ISOS Emergency Record (these items are accessible once logged into ISOS's Emory Dashboard).
2. U.S. Citizens/Nationals must register with the U.S. Department of State via the nearest U.S. Embassy or Consulate via the [Smart Traveler Enrollment Program \(STEP\)](#).
3. Have an academic or housing contingency plan if a program is cancelled.
4. Submit contact information for an emergency contact 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. A separate medical card is not needed for proof of coverage, only your International SOS card (available [here](#)) and membership number #11BYSG000003. 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 approval process:** Email Dr. Katy Leonard, Assistant Dean of Professional Development and Career Planning (katy.elizabeth.leonard@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 are available through the Office of Global Strategies and Initiatives.