

Dear Deans, Departments Heads and Faculty,

Montana State University is strongly committed to excellence in international education in all its aspects. We recognize and support the international expertise of our faculty and staff, the essential importance of conducting research abroad, and the rich opportunity of providing our students and graduates with global and multicultural understanding. A vital aspect of international travel includes focusing on safety measures for all participants.

As part of our commitment to excellence, all faculty, staff, undergraduate and graduate students must adhere to the MSU International Travel Policy (300.00) for all university-related international travel, regardless of the travel funding source or timing of travel. **Graduate and undergraduate students who travel during the summer are still considered students for the purposes of this policy, even if they are not currently enrolled in any credits.**

While we encourage you to review the policy in its entirety, we particularly want to emphasize the following requirement:

**303.00 International Travel Registry**

**No less than 30 days before departing, all International Travelers must register their travel plans in the University's International Travel Registry** [emphasis added]. Information entered into the Travel Registry will be available to University officials in the event of a crisis or emergency. The information entered shall include, at a minimum, names of travelers, contact information abroad and emergency contact information domestically, passport numbers, travel itinerary, and information concerning required insurance coverage. The Travel Registry provides the University with the information it needs to locate and communicate with travelers in the event of a crisis or emergency. The University may not be able to assist or arrange evacuation for International Travelers who do not register their travel plans with the University. The Travel Registry is accessed through the International Travel Resource Page.

If your travel plans include working with non-MSU entities, those activities must be approved in advance by the Vice Provost of International Programs. Appropriate agreements must be in place with outside entities to delineate the responsibilities of each party involved in the travel.

University conduct policies and behavior expectations apply throughout the world for all students, faculty and staff traveling as a representative of Montana State University. Should any adverse situations occur, the appropriate University officials should be notified immediately so that University resources may be utilized to help address the situation.

We encourage you to reach out to the Office of International Programs and to review the International Travel Policy when preparing for university-related international travel. We look forward to the continued safe and successful international travel of all Montana State University community members.

Sincerely,

Dr. Robert L. Mokwa  
Executive Vice President for  
Academic Affairs and Provost

Dr. Renee Reijo Pera  
Vice President for Research and  
Economic Development

Dr. Miley Gonzalez  
Vice Provost for International Programs

Dr. Karlene Hoo  
Dean, MSU Graduate School