**Requirements for University of Michigan-Related Travel (UMRT) Group Travel Abroad**

**Phase 1: CHECKLIST FOR PRIMARY U-M FACULTY, STAFF, OR STUDENT LEADING THE GROUP**

- **Determine the U-M Travel Designation on Global Michigan.**
  - Undergraduate students are prohibited from traveling to Travel Health High Risk and U-M Travel Restriction destinations and may travel to Travel Health Low Risk - exercise normal precautions, Travel Health Medium Risk, or U-M Travel Warning destinations if they meet the requirements.
  - Graduate students may travel to a Travel Health Low Risk - exercise normal precautions, Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning, or U-M Travel Restriction destinations if they meet the requirements.

- **Ensure the group is registered with U-M by submitting the Student Group Travel Request Form.**
  - For groups where students applied through M-Compass, the program application acts as a U-M travel registration (no need to submit the request form).
  - For groups where students did not apply through M-Compass, the primary Group Leader must complete the Student Group Travel Request Form to register the travel with U-M.
  - If insurance will be a group purchase, contact UHS-mancare-stuins@med.umich.edu for assistance. Students purchasing insurance on their own will receive instructions in their M-Compass travel registration.

- **Determine if U-M Travel Abroad Health Insurance will be a group purchase or an individual purchase.**
  - The group leader will need to submit a Group Safety Plan for Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning, or U-M Travel Restriction destinations. A Group Safety Plan is not needed for Travel Health Low Risk (exercise normal precautions) destinations.
  - The International Travel Oversight Committee (ITOC) will review the Group Safety Plan and will follow up if additional information is needed. If a Group Safety Plan is approved, proceed to Phase 2.

**Phase 2: CHECKLIST FOR EACH STUDENT PARTICIPANT IN GROUP TRAVEL ABROAD**

- **Each student participant will be required to:**
  - Review the approved Group Safety Plan and ITOC recommendations
  - Complete any remaining requirements listed in M-Compass
  - Ensure enrollment in U-M Travel Abroad Health Insurance

- **Participants should carefully review the approved Group Safety Plan and ITOC recommendations and make plans accordingly.**
  - **IMPORTANT** - Students should check with their group leader to see if they need to purchase U-M Travel Abroad Health Insurance individually or if there will be a group purchase on their behalf.

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**What is UMRT?**

A traveling student who meets one or more of the following criteria is on University of Michigan Related Travel (UMRT):

- Receives U-M in-residence credit for the experience
- Receives funding from a U-M unit or receives funds managed by the U-M for their travel
- Participates in a travel abroad experience that is necessary to achieve a degree requirement. This could include experiences such as degree milestones, dissertation field research, practical, internships, etc.
- Travels on a program or trip organized by a Sponsored Student Organization or a program or trip that is formally sanctioned by a U-M unit as a Sponsored Event
- Travels on a program or trip that is U-M Managed or Organized (an international experience is considered U-M Managed or Organized when a U-M unit, faculty or staff member is involved in creating, funding, or approving the experience, or coordinating the applications and selection of participants)

**Updated 8/31/2022**
Steps for Submitting an International Group Travel Registration Request

Updated 8/31/2022

1. **Group Leader Submits the Group Travel Registration Request Form & Group Safety Plan**

   The primary Group Leader should visit Student Group Travel Request Form to complete a registration request and provide a list of student and/or affiliated participants, as well as travel itinerary details.

   For UMRT travel to Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning or U-M Travel Restriction destinations, the primary Group Leader must also complete a Group Safety Plan for ITOC approval in addition to other U-M and unit travel requirements.

   **NOTE** - Group Safety Plans should be submitted at least 4 weeks before making any non-refundable purchases towards a trip in the event travel is not approved or must be postponed.

2. **GET Registers Group Participants**

   Members of the Provost’s Office Global Engagement Team (GET) will register each student and/or affiliated participants in M-Compass.

   Faculty/Staff group leaders can self-register in the U-M Travel Registry.

3. **Group Participants Complete Requirements in M-Compass**

   After each participant is registered by GET, they will receive an automated message informing them to complete registration requirements in M-Compass. These may include: Passport Information, Trip Contact Information, the U-M Participation Agreement, and U-M Liability Waiver (for students traveling to a Travel Health Medium/High or Travel Warning/Restriction destinations).

4. **ITOC Reviews Safety Plans & Notifies Participants of Decision**

   For student travelers going to a Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning or Restriction destination and have submitted the required Individual Safety Plan, ITOC will review plan and provide a decision.

   Student participants should allow up to 4 weeks for processing.