



DGSOM's Travel Policy for Medical Students

UCLA's David Geffen School of Medicine (DGSOM) is committed to minimizing the risk to students participating in academic programs. Travel to locations where no US State Department Travel Warning is in effect will typically be approved.

Students will *not* be approved to undertake international DGSOM-approved activities in a location for which a US Department of State Travel Warning is currently in place, unless a formal safety plan has been established and approved. **For medical students**, the safety plan and request for exception must be approved by the Associate Dean of Student Affairs.

The purpose of the safety plan is to a) establish that travel to the specific location poses minimal risk to the student, and b) determine if travel to this particular location presents a unique opportunity from a learning perspective. This safety plan must include the following items.

- A Request for Exception for State Department Warning Travel Form from the UCLA faculty mentor regarding the safety of the site **and** the plan for monitoring safety and evacuating the student in case of an emergency. If the country has a travel warning, but the specific location within the country is safe, this situation should be made explicit in the letter. The letter should also indicate areas to be avoided and should reference the US State Department's official Travel Warnings and/or the IJet evacuation insurance updates, if applicable. A formal I-Jet assessment of the location should be included with the request;
 - *Completing the template emergency evacuation protocol will be helpful to you in answering question 7 of the Request for Exception for State Department Travel Advisory Form: **How will the safety of the student/resident be monitored and what is the process for establishing whether evacuation is needed and for potential evacuation of the student/resident, if necessary?**
- A Travel Waiver signed by the student, which states that they a) have read the State Department Travel Warning in detail, b) have obtained a formal, written assessment of the location from I-Jet, c) understand the safety plan as described by the mentor, d) agree to avoid areas that have been indicated by the mentor, and e) acknowledge the additional risk that they are undertaking.
- Proof of UC evacuation insurance that covers the evacuation of the student from the location in question (<https://www.ucop.edu/risk-services-travel/registering.html>);
- Proof of enrollment in the State Department's STEP program (<https://step.state.gov/STEP/Pages/Common/Citizenship.aspx>)

Questions may be directed to Dr. Traci Wells at twells@mednet.ucla.edu.