University Policy Process Flow Chart:
Student International Travel and Education Abroad

START HERE:
Is the travel international*?  

Yes  

No  

Are students* traveling?  

Yes  

No  

Is the travel University-purpose*?  

Yes  

No  

Did a University unit organize or promote* the international travel?  

No  

Yes  

Units must complete the unit responsibilities.*

who did the unit promote the travel to?  

Undergraduates  

Grads only  

Is a University unit providing support*?  

No, so students must take a leave of absence**.

Yes  

Is the student taking a leave of absence** (see below)?  

No  

Yes  

The unit must instruct students to complete the non-Education Abroad Office process beginning with registering their travel through the Student International Travel Registry.

Domestic travel, personal travel, travel by non-students and travel by University students on a leave of absence during that term are NOT held to this policy.  

(University faculty and staff are held to the Traveling on University Business policy. Contact GPS Alliance for questions on travel involving non-University persons.)  

**During a leave of absense, any previous support is cancelled.

All travel below held to the Student Travel & Education Abroad Policy at http://www.policy.umn.edu/Policies/Education/Student/EDABROAD.html

*Definitions of terms used in this chart are found at: http://www.policy.umn.edu/Policies/Education/Student/EDABROAD.html#500

**If students are participating on a program not affiliated with the University during a required term (fall or spring), for which they must be registered for credit on campus, students must take a leave of absence for that term. During a leave of absence, a student is not a UMN student and therefore has no University supports and is not held to University policy. More information at http://www.umabroad.umn.edu/students/choosingprogram/programdefinitions/outsideprograms/.