

Below are the details for the International Travel Policy managed by the Office of International Education and Development. The University partners with International SOS, a safety management company, to ensure the safety of all of our travelers while abroad. To implement this policy, everyone who is traveling abroad and must complete a Request for Foreign Travel (RFT) is required to register their trip with International SOS. In order to do so, click the following link <https://myportal.internationalsos.com/> and follow the instructions.

Although your accommodations may not be finalized at the time you submit your information in International SOS, you can enter your expected flight, lodging accommodations, and a number you can be reached in the country you are traveling to. If your flight or lodging information changes from your initial data entry, you can easily go back into the system to make the necessary adjustments. Keeping updated and accurate information ensures International SOS can assist you if/when necessary.

Attached to this email you will find pertinent information regarding the process. Student registration information should be handed out only to students when they are preparing to travel abroad.

Process your RFT. We will already have your hotel, flight, and contact information from your entry in International SOS.

If you have any questions or concerns and need assistance, you may contact [the Travel Office at FAMU - email is traveldocs@famuedu](mailto:traveldocs@famuedu).

# \*Please Note:

- Request for Foreign Travel (RFT) should be submitted to OIED a minimum of 35-40 days in advanced to ensure all parties have adequate time to sign the documentation and return it.
  - **RFT Signature Process:** Dean (of the college/school of traveler), International Education/Programs, Provost, Research Integrity Officer, and President.
  - **RFT Document Completion:** When completing your RFT, make sure all information is typed, including names of the individuals who need to sign the paperwork.
- All individuals traveling abroad for any reason must submit a Request for Travel.
  - Examples:
    - Conferences, research, etc.
    - Faculty-led programs with students from the same department (responsibility of travel representative in the department to complete and submit Request for Foreign Travel for each traveler)
    - Faculty-led programming with students from different departments (completed by Education Abroad Coordinator).
    - Study Abroad programs (completed by Education Abroad Coordinator).
    - Athletics (completed by athletic travel representative for all players and coaches).
- It is the responsibility of the traveler to create a profile and complete their International SOS registration, unless a different procedure is established by the department. All travelers must enter their travel in International SOS before receiving a signature on their Request for Foreign Travel. Once your trip is registered, OIED will receive a confirmation email from International SOS and the processing of your RFT will begin.
- **If you have any questions or concerns, you may contact the Travel Office at FAMU - email [traveldocs@famuedu](mailto:traveldocs@famuedu)**