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Dear Student:

Travel for research or for an internship can be one of the most exciting and rewarding features of your experience as a student at the Kennedy School – an opportunity to immerse yourself in a particular setting or apply theories to practice in a way simply not possible in a classroom. Nonetheless, travel abroad inevitably involves risks, including potential risks to your safety and well-being. While many of you are very experienced travelers, for others, such travel may be a new experience. For this reason, I am writing this note in the hope that it will make you more aware of some of the issues associated with international travel and help to ensure that you have a safe and productive experience.

To that end, I have summarized key aspects of the School's policy and advice on international activity:

1. Those who travel do so at their own risk. Please take the time to assess risk before you travel. It is important to consult the State Department's advisories in relation to the country concerned: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html Also, you should consult the medical advisories offered by the Centers for Disease Control and Prevention: <http://www.cdc.gov/travel> . For those of you who are citizens of other countries, you should also contact your consulate or embassy regarding travel advisories. The level of risk may vary depending on the country and region you plan to visit as well as on your nationality. If you have any anxieties about risks associated with your research or internship travel, please consult the staff of your degree program.
2. All students traveling with financial support from the Kennedy School (or from any of its programs), as well as those students expecting some form of academic credit following specific research or internship-related travel, will be required to sign an Assumption of Risk and General Release Form (sample attached) before undertaking any international travel.
3. The School reserves the right to withhold funding for travel to countries where you might be placed in serious danger. These decisions will be made—in consultation with you—by the faculty and staff of the degree program in which you are enrolled.

4. While international travel for research is a degree requirement in some programs, no student shall be *required* to travel to a *particular region* of a given country to fulfill such a degree requirement.
5. A subcommittee of the Kennedy School's Faculty Committee on Projects and Proposals (FCOPP) is available to advise individual students and program directors in any case where students feel they need guidance about risk in research-related travel. The members of this subcommittee for 2008-9 are Professors William Hogan and Merilee Grindle.
6. You should check whether your existing health insurance plan covers travel to the country in question. You are strongly advised to add additional "out of network" coverage if necessary. For further information see:

<http://www.huhs.harvard.edu/Insurance/Students.aspx>

In case of emergency:

We trust and hope that with these precautions you will be safe and secure in your travel. But if an emergency arises, Harvard University has contracted with *International SOS (ISOS)* to provide 24 hour worldwide emergency medical and evacuation assistance for Harvard's employees and students traveling on behalf of or with the support of the University. Plans are underway to distribute ISOS cards (including ISOS worldwide contact information and Harvard's policy number) to all Kennedy School students later in this semester. ***All students traveling abroad on School business are required to register their itinerary with ISOS in advance, so that emergency services can be made available quickly if the need arises.*** ISOS coverage is also available for accompanying family members and for personal travel for an additional fee.

For more information, contact Don Olander in the KSG Human Resources office (don_olander@ksg.harvard.edu) or visit:

http://vpf-web.harvard.edu/rmas/4_insurance/intnlisos.html

These steps should help you to manage risk responsibly while traveling for research or as part of an internship. Our intent is to assist you in making responsible choices as you plan what we hope will be a valuable and exciting experience.

Sincerely,

David T. Ellwood
