International Travel Requests

Restricted Regions & SAIGE

Though Texas Global no longer requires a signature from the Dean, COLA Travel policy still requires that Restricted Regions and SAIGE be reviewed and approved by the Dean’s Office. This page encompasses the overall requirements for international travel that require the Dean’s or Dean’s delegate approval. The main point of contact in the Dean’s Office for these forms is COLA Administrative Support, which consists of a group of staff that are capable of reviewing and processing the requests listed below. Listed below are some basic steps that each form needs to follow in order to get Dean’s Office approval.

Please note: This policy does not apply to personal or other travel that is unaffiliated with UT Austin.

Restricted Regions (Faculty & Staff)

1. Please make sure that you are using the updated version of the Restricted Regions request form.
2. Each traveler needs to complete the form, in full. This includes providing an in-depth justification for travel and signing the form.
3. The unit head will also need to review and sign prior to this coming to the Dean’s Office for review and approval.
4. When you are ready to send this to the Dean’s Office for review and approval, please be sure to include all completed documents for this request.
5. Submit through DocuSign
   a. Turnaround time for requests that are complete and accurate when submitted: 1-2 business days
   b. Turnaround time for requests that require changes or updates: 7-14 business days
6. Once the Dean’s Office approves, a completed copy will be sent to Texas Global for review and final approval.

*Please refer to DocuSign Routing Instructions: Restricted Regions (Faculty & Staff) Handout

Restricted Regions (Students)

1. Please make sure that you are using the updated version of the Restricted Regions request form and the updated Covid-19 waiver. Both of these forms can be found on the Texas Global website.
2. Each traveler needs to complete, in full, both forms. This includes providing an in-depth justification for travel and signing both forms.
3. If the student does not require an RTA for travel, the Dean’s Office is not required to sign off on the request. However, the IOC will still review this request and the academic rationale and justification for travel need to be as detailed as possible.
   a. At this point, the student can submit their completed request to Texas Global. Texas Global will take the lead in providing this request to the IOC to review.
4. If the student does require an RTA for travel, the Dean’s Office is required to sign off on this request.
   a. If you need to send this to the Dean’s Office for review and approval, please be sure to include all completed documents for this request.
   b. Submit through DocuSign
      i. Turnaround time for requests that are complete and accurate when submitted: 1-2 business days
      ii. Turnaround time for requests that require changes or updates: 7-14 business days
   c. Once the Dean’s Office approves, a completed copy will be sent to Texas Global for review and final approval.

*Please refer to DocuSign Routing Instructions: Restricted Regions (Students) Handout

SAIGE

1. Please make sure that you are using the updated version of the SAIGE form.
2. All areas of this form must be filled out, in order to be considered complete. If your answer to any question is a version of “see attached”, you will need to include those additional documents with the request form for it to be considered complete.
3. The unit head will also need to review and sign prior to this coming to the Dean’s Office for review and approval.
4. When you are ready to send this to the Dean’s Office for review and approval, please be sure to include all documents for your request.
5. Submit through DocuSign
   a. Turnaround time for requests that are complete and accurate when submitted: 1-2 business days
   b. Turnaround time for requests that require changes or updates: 7-14 business days
6. Once the Dean’s Office approves, a completed copy will be sent to Texas Global for review and final approval.

*Please refer to DocuSign Routing Instructions: SAIGE Handout

Resources

- Restricted Regions (Faculty/Staff) Routing
- Restricted Regions (Students) Routing
- SAIGE Routing
- Restricted Regions List
- TX Global Restricted Regions Q&A Sessions