International Travel Requests

Restricted Regions, SAIGE, & International Non-UT Visiting Scholars Procedures

This page encompasses the overall requirements for international travel that require the Dean’s or Dean’s delegate signature. 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.

Restricted Regions (Faculty & Staff)

1. Please make sure that you are using the updated version of the Restricted Regions request form and COVID-19 travel waiver.
2. Each traveler needs to complete, in full, both forms. This includes providing an in-depth justification for travel and signing both forms.
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 COVID-19 travel waiver.
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 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

International Non-UT Visiting Scholars

1. Use the form linked here to create your request for a non-UT international scholar/visitor to come to campus.
2. When filling out this form, please be sure to include a detailed description of why this travel needs to occur and what benefit this guest will provide by coming to campus.
3. Send through DocuSign (strongly encouraged) or via email
   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: 7-10 business days
4. Once the Dean’s Office approves, this is considered final approval. You may make any required travel arrangements for this visitor, after you receive final approval from the Dean’s Office. You will also need to include a completed copy of this request in your travel documentation.

*Please refer to DocuSign Routing Instructions: International Non-UT Visiting Scholar Handout

Resources

- Restricted Regions (Faculty/Staff) Routing
- Restricted Regions (Students) Routing
- SAIGE Routing
• International Non-UT Visiting Scholar Routing
• Restricted Regions List