

LGS International Travel Clearance Workflow

Student

- Student completes the International Travel Clearance (ITC) Form in the [Laney Connect Hub](#) at least 3 weeks prior to travel. If Emory-related activities will occur during personal travel, the ITC form will direct the student to any additional questions and any required forms, such as the remote work request form. Responses may be reviewed by the appropriate university offices, including Export Control and Global Safety.

DGS

- Slate routes the form to the DGS for review.
- DGS reviews, consults the student's advisor, and approves or denies the ITC request.

Student Affairs

- Approved form is routed to LGS Student Affairs (SA) for review.
- Travel to destinations with elevated risk ratings require a Global Safety consultation; Dean Arriola reviews Risk Level 4 and above.
- The ITC form is marked as "pending" during the review.

Student

- Pending status prompts students to register their travel plans in the [International Travel Readiness and Information Portal \(ITRIP\)](#).
- After completing ITRIP registration, students will receive an Emory "Travel Ready" email that they must upload to the pending ITC form in the [Laney Connect Hub](#).
- Student traveling to elevated-risk destinations should note that the review process may require additional time due to enhanced safety and risk assessments.

Student Affairs

- The ITC form is routed back to SA for final review and approval. The Student, DGS, Advisor, and PA will receive a final email notification of the decision.

Student

- The student will receive an email from LGS confirming their approved trip.

NOTE: Travel clearance will not be provided after travel has occurred.

Questions should be directed to the LGS Student Affairs team at lgs.studentaffairs@emory.edu

