

**Date:** February 24, 2025

**To:** Deans and Department Heads

**From:** Holly Hudson, Ed.D.  
Associate Vice President and Senior International Officer 

**Re:** Texas A&M University Graduate Student Guidelines for Participation and Registration in Academic Programs and Activities Abroad

This memorandum provides guidance on the requirements for participation and registration of graduate students in academic programs and activities abroad for Texas A&M University-College Station, Texas A&M University at Galveston, Texas A&M Higher Education Center at McAllen, Texas A&M School of Law, and Texas A&M Health.

Per [the University Rule on Student Travel \(13.04.99.M1\)](#), all students traveling abroad must register their travel with [Education Abroad](#) before traveling. Graduate students may participate in various experiences abroad, including but not limited to internships, research (conferences, collecting dissertation data and materials), coursework with an experiential learning component, or faculty-led programs. While these experiences may be part of their responsibilities as a GAT, GAL, GAR, or GANT, they remain *students* while traveling and must register with Education Abroad. Graduate students participating in experiences not coordinated by an affiliate provider, Texas A&M department, or student organization must also register.

Registration ensures students receive:

- Access to a comprehensive and affordable international travel medical, emergency, and evacuation plan contracted by the Texas A&M University System;
- Pre-departure orientation and travel resources;
- Location-specific risk assessments, monitoring of world events, travel advisories, and notification of events and incidents;
- Access to Education Abroad's 24/7 emergency hotline.

All foreign travel by university employees and students on official university business must be approved in advance according to University Rule [21.01.03.M0.02](#). The travel authorization must be submitted and processed through **Concur** before the travel start date (ideally six weeks in advance). We are aware that the university is transitioning from Concur to **Chrome River/Emburse**, and guidance will be updated to reflect that change.

Additional requirements may include submitting an International Alternate Work Location, Export Controls review, or an International Travel Questionnaire for High-Risk Countries.

Timely and detailed registration allows responsible departments to identify, assess, communicate, and mitigate risk. Please share this information with your staff, faculty, and graduate students to ensure compliance with the rules and guidelines set by the University and State.

Questions may be directed to Education Abroad at [abroad@tamu.edu](mailto:abroad@tamu.edu) or the Office of Risk, Ethics, and Compliance at [orec@tamu.edu](mailto:orec@tamu.edu).

**Cc:** Council of Principal Investigators  
Graduate Operations Committee  
Graduate Students  
Graduate Student Academic Advisors  
Vice President Research Office  
Export Control Office  
University Advisors and Counselors