

Guidelines for CSU Program Leaders: Bringing Family Members on Education Abroad Programs

CSU discourages travelers on education abroad programs from bringing family members, although it is not strictly prohibited as there are many reasonable scenarios. The presence of non-participants can distract the university representative from focusing on the educational purpose of the journey. Bringing one or more family members sends mixed signals to program participants, who may tend to see the experience as less than the high-impact educational opportunity it is intended to be. A CSU traveler who brings a family member on education abroad must make every effort to communicate to the other participants that the educational program is their first priority. This can be done by clearly dividing one's time between official and family responsibilities, as one might at home. It is important that the CSU traveler take full personal responsibility for their family members to ensure their safe experience as well as the program's integrity and academic focus during program activities.

Typically, family members will not be traveling in an official capacity or representing CSU. Likewise, they should not be compensated for their travel or participation if they are not CSU employees working in an official capacity for the educational program and should not participate in program activities paid for by student funds. An alternative to having family members accompany the educational program is to travel with family before or after the education abroad itinerary. As visitors instead of participants, family members do not need to register with the University. However, the University recommends the following measures:

- Notify the Office of International Programs (OIP), Education Abroad staff of any plans for family members to accompany an education abroad program—provide name, relationship, and age (in the case of children) of each, and indicate that the primary CSU traveler takes full personal responsibility for the family member(s), in preparation for and during the international travel
- Take each member of the family to a medical care provider for a travel health consultation to get travel health advice, immunizations, and any needed medication
- Ensure that adult travelers understand the risks of international travel, including country-specific information available from the State Department and Centers for Disease Control [Destination Guides](#). [The Department of State](#) provides helpful advice on travel for all countries, with country-specific information on transportation, safety and security, local laws, transportation and more.
- For destinations with a travel warning, there are significant additional risks to bringing family members—see the [State Department's Current Travel Advisories](#) and consult with OIP Education Abroad.
- Register family member(s) in the State Department's Smart Traveler Enrollment Program ([STEP](#)).
- Make plans for how family members may stay safely occupied or supervised while the CSU employee is engaged with job and program duties.

Guidelines for Student Visitors on CSU Education Abroad Faculty-led Programs

The following guidelines are written for students on faculty led programs through CSU while the program is in progress. A program is considered to be in progress based on the announced program dates for a course or international education experience. Students often ask if they may host visitors during their program; the guidelines will depend on the program type, housing arrangements and the student's ability to manage personal time with the visitor along with the required program participation and events.

Short-term intensive programs

To ensure the academic quality of the program and safety of all participants, no visitors or friends of participants are allowed to visit a program while it is in progress. If a student has a spouse, life partner, parent or friend wishing to participate in the program, that person must apply and be accepted to the program, pay the full program fee, and take the course for credit. To be supportive of full fee-paying students, and to appropriately compensate and respect the program leaders, no visitors are allowed to audit classes or participate on program-sponsored activities.

Semester-long programs or multi-week programs with weekend breaks

Participants wishing to have visitors during free weekends are permitted to do so. Visitors should arrange their own travel and accommodation for the visit. To ensure the quality and safety of the all participants, visitors are not permitted to sleep in the room of a participant if that participant has an assigned roommate. To be supportive of the academic quality and the full fee-paying students, visitors are also not able to participate on any program-sponsored activity, including group meals that are arranged by the program fees.

Approval Steps for Visitors

Participants planning to host a visitor should get prior approval from the program leader and any support organization or staff related to the program. Participants are held responsible for attending all required class meetings and activities. Requests will be evaluated on a case-by-case basis.