Dear Penn Abroad Students,

Penn Abroad is following up to the message circulated to the Penn Community on March 10 temporarily prohibiting all University-related international and domestic travel.

Penn is Here to Support You
We understand that this continues to be a challenging time to navigate for all members of our community, and especially for students currently abroad and away from their families and immediate support networks.

Penn Abroad has met with International Risk Management and Campus Health to discuss this new Penn Community guidance, and how this should be interpreted for members of the Penn community already abroad.

Scope of the New University Guidance
Penn’s new guidance applies to all future travel. Its primary purpose is to mitigate risk to the most vulnerable populations affected by COVID-19.

For students currently abroad, Penn is continuing to strongly urge all in CDC Level 3 countries to depart. These countries are China, South Korea, Iran, Italy. For all other students abroad, unless there is an underlying health condition that would make you more susceptible to complications from the flu, you are not considered to be at an increased risk if you remain in your abroad location.

Coming Home is an Option for Everyone
Even for students not in a CDC Level 3 country, this situation is nonetheless concerning for everyone. If you no longer feel comfortable remaining abroad, regardless of whether you have an underlying health condition or not, please reach out to your Home School Advisor and Penn Abroad Global Programs Manager to discuss next steps.

All students continue to have until Tuesday (3/17) to make a final decision regarding remaining abroad or departing with travel assistance from Penn. Students in a CDC Level 3 location will receive a one-time reimbursement for economy fare flight, and students in all other locations will receive up to $500 funding support. Full details for booking and requirements are at the bottom of this email.

March 17th is an Important Date
Please remember that students may still depart after 3/17 should they choose, however they will not receive financial support from Penn to do so unless their abroad location changes to a CDC Level 3 at a later date.

A Difficult Decision to Make
Many students have expressed concern about making a decision to remain abroad or depart while policies for remote learning at their host university remain unclear. We understand this is a challenging decision to make. With this situation rapidly changing, universities worldwide – including at the
University of Pennsylvania – are facing unprecedented challenges trying to put academic plans into place while maintaining each university’s educational mission. Not every university will choose to pursue a remote learning option, and not every university will have a plan in place by next Tuesday. We are asking all students to make the best decision they can given the information they have available to them by next week.

If no or only partial academic credit can be obtained, you are eligible for a tuition credit to be used for future academic credits at Penn. While this may not be a preferred option, we strongly urge you to think about the challenging time we are in and that this may be most suitable for you if you choose to depart but your host university will not – or has not yet – put forth a plan for remote learning. We strongly encourage you to talk to your Home School Advisor about this option so that you can understand how this will affect your overall academic trajectory.

If you Decide to Stay
Should you choose to remain abroad, you should refrain from traveling outside of your host city, until the end of your abroad program, to minimize any risk of exposure. This is a quickly evolving situation and we encourage you to keep abreast of the latest developments. Information on travel restrictions are outlined on the International SOS website and the Fragomen website.

Let’s Stay in Touch
Finally, we are asking you to please communicate your intended plans to Penn Abroad by completing this brief questionnaire. We are using this information to help inform future follow-up, and coordination across several divisions at Penn. If you change your mind after completing the questionnaire, please email your Global Programs Manager.

Thanks in advance for your continued patience as we all work through this challenging time.

Sincerely,
Penn Abroad

Flight Booking Information for Departing Students
If you choose to depart your abroad program by March 17, please follow these steps:

• If you are able to re-book your existing ticket (preferred):
  o Complete the re-booking process directly with your airline
  o Email your new itinerary, along with the re-booking cost, to your Global Programs Manager
  o Penn Abroad will email details on how to obtain the reimbursement up to $500 via Penn’s Concur system after we receive your itinerary and receipt

• If you need to purchase a new one-way economy class fare:
  o Penn has set up a dedicated service to allow you to book your ticket and have Penn’s $500 credit automatically applied. This dedicated service is being managed by the travel provider, World Travel. Work directly with World Travel to book your flight and then provide payment for any balance over $500 via a personal credit card.
  o Steps to purchase your new one-way economy class fare via Penn’s World Travel dedicated service:
- Call +1 484 348 6325 (this is a dedicated phone number for Penn students only)
- When you call you will need to provide the following:
  - Name on Passport
  - Reference “Penn Abroad”
  - Date of Birth
  - Passport Number
  - Phone Number for day of travel
  - Email address for day of travel
  - Personal credit card number, including expiration date and name on credit card, to cover any ticket cost over $500.

As a reminder, the following restrictions apply to Penn’s one-time reimbursement up to $500

- The ticket is to be from your abroad location to Philadelphia or your home location only.
- Penn will not reimburse a ticket to a third-country location.
- You are expected to book an economy fare ticket.
- If you need assistance or have further questions, contact your Global Programs Manager for guidance.
- **You have until Tuesday, March 17, 2020** to proceed with the facilitated departure option. Your departure flight should take place within this two-week window.

**Penn Abroad**
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