

Travel Guide for International Travel for Faculty Under the Current Travel Ban Policy

1. Any faculty of the College traveling abroad for official or personal purposes is advised to carry a letter to be obtained from the Provost Office at Spelman College attesting to his/her employment as well as the purpose of travel, destination and duration of stay abroad.
2. If a faculty is traveling for reasons other than leading students abroad (such as attendance at a professional conference, workshop, seminar or site visit), evidence of activity to be undertaken abroad should be taken along to prove purpose of travel.
3. If a faculty is interrogated during any international trip either by the officers of the United States Homeland Security or by the Immigration and Border Patrol Agents of a destination country, it is advisable to:
 - a. Be truthful
 - b. Be polite
 - c. Keep your answers brief: do not volunteer information you were not asked
 - d. Refrain from being difficult even if you are agitated
 - e. Not panic or be defensive
4. You may want to consider removing social media access from your telephones, I-Pad, Laptop etc.
5. While interrogations may infringe on your rights, it is important to know that exercising your rights at that moment may have consequences.
6. If employment verification is needed or you are refused entry into or exit from the United States or a destination country, please contact Faculty Support Programs Administrator in the Office of the Provost, Chandra Byrd Chambliss at cchambliss@spelman.edu, or (404) 270-5024 (work) or (404) 925-4236 (cell); Joya Marshall at jbmarshall@spelman.edu or (404) 270-5029 (work) or (678) 612-5598 (cell); the Vice Provost for Faculty Provost Dr. Dolores Bradley Brennan at dbradley@spelman.edu or (404) 270-5734 (work) or (678) 595-9145 (cell); or Associate Provost for Global Education Dr. 'Dimeji Togunde at dtogunde@spelman.edu or (404) 270-5680 (work) or (404) 731-1670 (cell). One of these persons will be able to verify employment, and if necessary, contact the College Attorney to provide legal counsel - on your behalf.