SPECIAL CONSIDERATIONS FOR UNDERGRADUATE INTERNATIONAL RESEARCH

Introduction
Undergraduate students conduct research abroad in all academic disciplines within the social sciences, humanities, engineering, natural sciences, and the arts. Regardless of your academic major, your decision to engage in undergraduate research abroad will open up opportunities for you to develop a deeper understanding of research fundamentals within academic and cultural contexts that differ from disciplinary research on-campus at Johns Hopkins. While abroad, in addition to your disciplinary research, you will have an opportunity for deeper engagement with the local cultures, languages, and communities of your host country.

Please consider and familiarize yourself with the advice, processes and policies for Undergraduate International Research presented below.

Selecting Faculty Mentors
Selecting your faculty mentor at Hopkins is one of the most important decisions you will make and will be critical to the development of your research proposal. Your mentor will be asked to work with you on developing your research methods, assessing the feasibility of your project, writing recommendations, and in some cases providing an evaluation of your final research project.

Please be sure to start working with your faculty mentor well before your research proposals or funding applications are due. Establish a pattern of regular communication that you will be able to maintain while at Hopkins and when you are abroad.

Here are some things to consider as you select your mentor:
Does your mentor have experience in the discipline and research methods needed for your research project?
Is your mentor knowledgeable about the host institution and/or host community in which you will work? What insight can your mentor provide in regard to best practices for your research? Can your mentor help identify potential research problems or risks that may be specific to your topic or the location of your research project?
Does your faculty mentor have colleagues abroad who may be able to serve as your on-site contacts during your project?

Visas for Research Abroad
Visas permit you to engage in specific activities while in a host country. Visas are issued for specific purposes and limited durations. In many countries, international research may be viewed either as academic study or as employment. The type of visa you need will depend on how your research project is defined by your host country’s embassy or consulate. If your research placement may be considered a paid position for a country national, it may be classified as “employment” whether you are paid or not. In most cases, as in the United States, you cannot engage in research on a tourist visa, even if the duration of your project is less than time allowed for tourist visit (usually 45 days or less).
In order to obtain a research visa, you will need a letter of support or an invitation from a sponsoring university, organization, or professor. Please check the visa requirements for your host
country early in the development of your research project. Not only will you be prepared if you need to have a sponsor, but it will help you establish the academic contacts and support network you need for a productive research project.

You can find information on visas in the Consular Services section of embassy webpages or you may find country specific information at [https://travel.state.gov/content/visas/en/general/americans-traveling-abroad.html](https://travel.state.gov/content/visas/en/general/americans-traveling-abroad.html). If you have any questions, please contact the Office of Study Abroad ([jhuabroad@jhu.edu](mailto:jhuabroad@jhu.edu)) for assistance.

**Administrative Processes and Policies**

While developing your research proposals, please keep in mind the following administrative processes and policies that relate to research ethics, safety, and finances.

*Undergraduate Travel Warning Policy:*

Johns Hopkins does not permit undergraduates to participate in university activities at “high risk – Level 4” locations as determined by the Department of State or the Centers for Disease Control. In addition, in some cases, travel advisories may require additional preparation and approval, especially if your research may be considered politically or culturally sensitive. Please note, you will not be able to use university funds for research at locations designated as “high risk” (levels 3 & 4). Keep this policy in mind as you develop your research proposal. If you have questions or would like to petition for an exemption to this policy, please contact the Director of the Office of Study Abroad at [jhuabroad@jhu.edu](mailto:jhuabroad@jhu.edu).

For information on travel warnings, alerts, and advisories, please see the following:
- Centers for Disease Control: [www.cdc.gov](http://www.cdc.gov)
- Department of State: [https://travel.state.gov/content/travel/en.html](https://travel.state.gov/content/travel/en.html)

*Homewood Institutional Review Board:*

Students whose research will involve human-subjects (including surveys, focus groups, or interviews) MUST describe their projects and apply for either an exemption or approval from the Homewood Institutional Review Board (HIRB). IRBs are federally mandated and serve to ensure that researchers take the appropriate measures to minimize any risks involved for participants in research, inform participants of any risks that do remain, and obtain their consent to participate. The review process usually takes two to six weeks; however, we recommend that you begin the process at least two months in advance. In some cases you may need to have a faculty member serve as the primary investigator (PI) for your project, in other cases you may be able to apply for an exemption. For more information and to obtain an application for exemption, consult the HIRB website at: [http://web.jhu.edu/Homewood-IRB/applications.html](http://web.jhu.edu/Homewood-IRB/applications.html)
**Travel Registration:**
Once you have finalized your research project, you will need to register your international research with the Office of Study Abroad (link to Registry form). The Office of Study Abroad will enter your travel information into the Johns Hopkins Travel Registry (JHITR) and send you information on health, safety and emergency contacts, including information on Healix.
In order to complete the Travel Registration, it is required that you have the following mandatory information:
- A travel itinerary that includes proof of a return airline ticket
- Passport that is valid for a least six months from the return date on your itinerary
- The correct visa for your purpose and duration of stay in your host country
- The name, address, and email for an in-country sponsor or contact
- The address of your on-site accommodations
- Proof of international insurance for the duration of your stay abroad

**Post-Funding Checklist**
Please use this checklist (link) to review and confirm that you have completed all the steps needed for a safe and productive research project abroad. If you have any questions, please contact the following people for additional information:
NAME, Fellowship Programs Administrator  EMAIL
Lori Citti, Director, Office of Study Abroad  lcitti1@jhu.edu