

You do **not** need to complete this form if **any** of the following apply: (1) solely personal travel, (2) domestic travel, (3) participation in a student organization trip authorized by your campus Student Affairs Office (domestic) or the Office of the Vice Chancellor for Student Affairs (international), (4) participation in a CUNY Athletics event, or (5) participation in a study abroad program offered by a CUNY campus that has been authorized to restart. The offices responsible for (3), (4) and (5) are responsible for ensuring these trips and participants meet general and COVID-19 University requirements, whether domestic or international.

For all other international travel, this process supplements the [CUNY International Travel Guidelines](#) during the COVID-19 pandemic. Verification of vaccination from CUNYFirst or the RFPortal is required where applicable. Undergraduates who do not meet current CUNY vaccination standards are not eligible to petition.

Add pages to complete answers if needed; label clearly (e.g. #7 continued).

1. All proposed travelers:

*Petitions are for individual travel, not group trips. Individuals traveling together (e.g. to a conference or a research site) may submit a joint petition. See above for information on group trips.*

First and Last Name	EMPLID or EMP ID	Campus (submit to REO of each campus)	Role (faculty, staff, UGS, GS, RF)

*If there is more than one traveler, enter the lead/PI in the first row. That person should prepare and sign the form. If there are more than 3 travelers, attach a separate sheet.*

2. Email addresses of all petitioners.

3. **Itinerary:** Include **all cities and countries**, and proposed dates at each location

4. **Screenshots of all proposed travelers' CUNYFirst or RF Portal vaccination records will be submitted with this form, with dates of birth redacted if visible.** (If not, or if they do not show the complete primary series for an employee or that a student is up-to-date with the series, campus must forward to Central for review.

Yes                      No                      Mixed (campus must forward copy with indicated petitioners to Central)

*If you responded no and are an undergraduate student, you are not eligible to petition for a travel waiver at this time. Undergraduates must be able to verify that they are up-to-date with the COVID-19 vaccine series. If you responded no and are a graduate student or employee, your plan must align with [current CDC guidance](#) for individuals who are not up-to-date with COVID-19 vaccinations. Consult current guidance carefully when explaining your travel plan.*

5. As of your submission date, what is the advice of the CDC and/or Dept. of State on your destination(s)? If you have multiple destinations at different levels, add margin notes to clarify which destinations are at each level.

Department of State travel advisory level(s)(country-level)	1 3	2 4	
Department of State travel advisory contains differentiated language (“reconsider travel” or “do not travel”)*	Yes	No	
Department of State Risk Indicators C-crime, T-terrorism, U-civil unrest, H-health, N-natural disaster, E-time limited event, O-other, K-kidnapping or hostage-taking	C N	T E	U O H K
CDC COVID-19 THN	1 3	2 4 or Unknown	
CDC THN (general)	1 3	2 n/a**	

\*See [CUNY International Travel Guidelines](#), section V.E for details on differentiated travel advisories.

\*\*n/a: No Traveler Health Notice (THN) in this category has been issued for this country.

6. **Undergraduate students only:** Indicate whether your host country meets current requirements **or** you will be supported by a Boren Scholarship or Critical Languages Scholarship. International travel that does not meet any of these criteria is not eligible for the petition process. Consult your study abroad office if you are not sure.

I am eligible to petition because I will be up-to-date with my COVID-19 vaccinations on the projected departure date, AND (select all that apply):

The host country's Dept. of State AND CDC COVID-19 risk assessments are 3 or less.

I have been offered a Boren Scholarship.

I have been offered a Critical Languages Scholarship.

**7. Purpose of travel and COVID-19 risk mitigation measures for planned activities** Please provide details on your planned activities and settings, and how you are adapting these to reduce COVID-19 risk to yourself and others using [current CDC guidance](#), including specific recommendations that apply to your vaccination status.

If the CDC advises quarantine after travel and this would interfere with your usual work requirements, this must be approved in advance by your supervisor. If your itinerary will interfere with CUNY's testing requirements, indicate how you will continue to meet your testing requirement while traveling.

**8. If applicable (see #5, 3<sup>rd</sup> row):** If you are petitioning travel to a destination with an overall Department of State travel advisory of 3 or 4 and risk indicators *other* than H(health), use this section to explain how you plan to mitigate these risks. Information about local contacts and support, prior experience in the country, proficiency in the local language, etc. may be relevant depending on the specific risks.

9. **(Optional)** Please provide details you think the CDC and/or Department of State levels do not capture and are relevant for assessing the proposed travel.

*Refer to the Country Information Page and the page of the US Embassy in the country (both of which are available from the Department of State travel advisory page for each country), information from national, regional or local health authorities in the host country, or other relevant sources. Please ensure all URLs are fully visible.*

10. The information above is complete and accurate to the best of my knowledge. I will follow and ensure all participants understand their responsibilities according to CDC guidance and CUNY policy on COVID-19 risk mitigation. All participants will complete and submit CUNY's Release Agreement for Destinations under a Travel Warning. Students will also complete the standard international travel waiver form. All travelers will receive information on how to enroll in CUNY's recommended international travel insurance plan.

I have confirmed my destination's policy on admitting travelers coming from New York/the United States. I also understand that conditions may change suddenly while I am abroad, and that my ability to return on schedule may be impacted by developments abroad and/or in the U.S. I understand that these are not checked as part of this process and are my responsibility to review and monitor.

Signature

Print Date

Print Name

**NEXT STEPS:**

**(1) Complete #11 and #12 on next page.**

**(2) If vaccinated, log into CUNYFirst or the RF Portal to create a screenshot or a scanned printout of your vaccination status to submit with this form. If a date of birth is visible, redact. Alternate verifications are not accepted.**

**(3) Submit the completed form with vaccination verification (if applicable) to your campus REO. (If this petition is submitted on behalf of individuals from more than one campus, submit to the REO of each petitioner's home campus. )**

**(Who is my campus REO? See [Travel During the Pandemic Page FAQs](#)).**

11. List all proposed travelers (from #1)

12. Start/end dates and all countries (from #3)

**I and II TO BE COMPLETED BY CAMPUS:**

**I. Confirmation of vaccination** (petitioner must provide CUNYFirst or RF documentation, or campus must verify with LVA)

The person(s) listed in #1 (including any attachments) have verified COVID-19 vaccination documentation in CUNYFirst or the RF Portal which meets current requirements (primary series complete for employees, up-to-date with the series for students).

The person(s) do not have verified COVID-19 vaccination documentation in CUNYFirst or the RF Portal. If they are in employee or grad student **and** the REO endorses the petition, forward to Central for review. Undergraduates who are not up-to-date with COVID-19 vaccination series are not eligible to petition.

The vaccination status of the petitioners is mixed, according to CUNYFirst or RF records.

**II. CAMPUS REVIEW**

*Campus review is final if all petitioners have verified vaccination records in CUNYFirst or the RFPortal.*

Approved

Approved with conditions (see email)

Denied

Not eligible to petition (undergraduate is not up-to-date with COVID-19 vaccinations and/or destination with a State Department advisory or CDC COVID-19 notice of 4 (unless for Boren or CLS-funded study abroad).

Endorsed/referred to Central for final review (employee has not completed primary COVID-19 vaccination series OR graduate student is not up-to-date with the COVID-19 vaccination series)

Signature of Responsible Executive Officer or Designee

Date

Name and Title of REO (if Designee, indicate which REO you are signing on behalf of)

*One or more petitioners is from another campus. Copy of petition and any vaccination documentation has been forwarded to their respective REO(s). This decision only pertains to individuals affiliated with this campus/site.*

**III. CENTRAL REVIEW**

*Required for all graduate students without an up-to-date COVID-19 vaccination series and employees without a complete primary COVID-19 vaccination series.*

Approved

Approved with conditions (see email)

Denied

On behalf of the Central Office Travel Committee

Date