

CERTIFICATION AND EXCEPTION INDIVIDUAL TRAVEL FORM

FORM INSTRUCTIONS

Travelers requiring **Certification** are to complete Sections 1 through 3. Travelers must have the appropriate Endorser sign in Section 4. Once endorsed, the certification is considered complete and should be uploaded to the traveler's travel registration.

Travelers requiring an **Exception** are to complete Sections 1 through 3. Travelers must have the appropriate Endorser sign in Section 4. After receiving endorsement, the traveler must complete Section 5 (Identified Risks and Risk Mitigations) and submit the form to globalsafety@princeton.edu. GS&S will complete Section 6 (Residual Risk Assessment) and coordinate the Exception Review and Determination (Section 7). Exception determination will be communicated directly to the traveler.

SECTION 1. TRAVELER AND TRAVEL DETAILS

Family/Last Name		Given/First Name	
Email		Phone Number	
Country(ies) of Citizenship		U.S. Immigration Status	
University Status	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Faculty/Staff		
<i>Travel Location(s)</i> <small>Please use and attach a continuation sheet, as needed</small>		<i>Proposed Travel Dates</i>	
<i>City</i>	<i>Country</i>	<i>From</i>	<i>To</i>

SECTION 2. PURPOSE OF TRAVEL AND ALTERNATIVES

Please provide a statement that describes the purpose of your travel, including the expected results or benefits to you and/or the University.

SECTION 3. TRAVELER ATTESTATION

Initial all statements and sign where indicated

- ___ My travel is feasible because all of the following are true:
- My passport is valid for travel to my proposed destination(s).
 - My travel is allowed under U.S. laws and regulations, including export control regulations and applicable sanctions.
 - My travel is allowable under and can be performed in full compliance with the laws and regulations of the destination, including but not limited to those dealing with immigration, customs, and taxation.
 - I can enter my destination(s) without having to submit to any government-imposed restrictions on my freedom of movement, other than a quarantine lasting ten days or less that is completed in a location of my choosing.
 - My destination(s) is/are not subject to any local or national-level "stay-at-home," lockdown, martial law or other order(s) that prevents freedom of movement, other than overnight curfews lasting no more than 10 hours.
- ___ My travel is University-related because (*check all that apply*):
- The costs of the trip are covered to any extent by funds that a University entity has the discretion to pay or not to pay.
 - The University benefits in any way from my making this trip.
 - If I had no relationship with the University, I would not or could not take this specific trip for the purpose listed above.
- ___ I have reviewed the destination risk materials available online from GS&S, and believe that the benefits or results of this trip justify the risks identified to me. I am satisfied that I understand the risks underlying the risk category of my destination(s), and I have had the opportunity to have GS&S answer any of my questions.
- ___ I have made a good-faith effort to identify alternatives to traveling that would provide the same kind of benefits or results.

Signature of Requestor

Printed Name of Requestor

Date of Signature

SECTION 4. ENDORSEMENT OF CERTIFICATION

The following section is to be completed by an appropriate Endorser. See below for determination.

Endorsers for **undergraduate travel** are the Office of International Programs (academic travel) or Campus Life unit head (co-curricular/athletics)

Endorsers for **graduate student travel** include department chair, program director, or dean.

Endorsers for **faculty/staff travel** include department chair, program director, unit head, or supervisor.

I have reviewed all information in this request and have obtained any additional information I require from the traveler or from GS&S to endorse this Certification. I am satisfied that this trip is feasible and for a University-related purpose, according to the requirements of the current Permitted Travel Policy.

Endorser comments, if any:

_____	_____	_____	_____
Signature of Endorser	Printed Name of Endorser	Title of Endorser	Date of Signature

STOP!

*Certifications only require completion of Sections 1 – 4.
 Once endorsed, the certification is complete and should be uploaded to the relevant travel enrollment.
 Sections 5 – 7 are only for Exception requests.*

SECTION 5. IDENTIFIED RISKS AND RISK MITIGATIONS

Travelers are responsible for reviewing destination risk information and developing strategies that can be realistically adopted to mitigate health, safety, and security risks. Travelers may reach out to GS&S for guidance on identifying risks and developing mitigations, but must develop their own plans. This does not guarantee an Exception will be approved. Please attach continuation sheets, as appropriate.

STOP!

UPON COMPLETING SECTION 5, EMAIL THIS FORM TO GLOBALSAFETY@PRINCETON.EDU.
 INCLUDE "EXCEPTION REQUEST" IN THE EMAIL SUBJECT LINE.
 GS&S WILL COMPLETE SECTION 6 AND COORDINATE THE COMPLETION OF SECTION 7 BY THE EXCEPTION APPROVER.
 PLEASE ALLOW THREE WEEKS FOR TOTAL PROCESSING BY ALL PARTIES.

SECTION 6. RESIDUAL RISK ASSESSMENT

To be completed by GS&S upon receipt

SECTION 7. EXCEPTION REVIEW AND DETERMINATION

To be sent by GS&S to the appropriate Exception Approver for completion.

I have reviewed all information in this request and have obtained any additional information I require from the traveler or from GS&S to make a determination. With due consideration for both the exigency described by the traveler and the residual risk assessed by GS&S, I have determined that this request is:

Approved

Not Approved

Endorser comments, if any:

_____	_____	_____	_____
Signature of Approver	Printed Name of Approver	Title of Approver	Date of Signature

UPON COMPLETING SECTION 7, THE EXCEPTION APPROVER SHOULD EMAIL THIS COMPLETED EXCEPTION REQUEST TO THE TRAVELER, COPYING GLOBALSAFETY@PRINCETON.EDU.