

## TRAVEL CERTIFICATION AND EXCEPTION REQUEST FORM

### Individual Travel

#### INSTRUCTIONS

Use the table below to determine if your University Travel requires a Certification (CERT) or an Exception (EXC) under the Global Safety & Security (GS&S) Travel Policy.

To determine your Destination Risk Category (DRC), simply search for your destination country(s) on the list on the [GS&S Destination Guidance page](#) to learn the category (A, B, C or X). If your destination displays an M (“mixed”), click into the destination to learn more.

TRAVELER	DESTINATION RISK			
	CAT. A	CAT. B	CAT. C	CAT. X
Undergraduate Student	N/A	CERT	EXC	University Travel Prohibited
Graduate Student (not in absentia)	N/A	CERT	EXC	
Graduate Student (in absentia)	N/A	N/A	CERT	
Faculty, Postdoc, Researcher, or Staff	N/A	N/A	CERT	EXC

#### CERTIFICATION INSTRUCTIONS

- Complete Sections 1 through 3 of the form.
- Use the “Certification Endorser” table (available in Section 4 of the form) to determine the endorser.
- Obtain endorsement following the instructions contained in the “Certification Endorser” table.
- Upload the completed, endorsed document (with both your signature in Section 3 and the endorser’s signature in Section 4 present) to your travel enrollment on the Enroll My Trip system (<https://enrollmytrip.princeton.edu>).

#### EXCEPTION INSTRUCTIONS

- Complete Sections 1 through 3 of the form.
- Use the “Certification Endorser” table (available in Section 4 of the form) to determine the endorser.
- Obtain endorsement following the instructions contained in the “Certification Endorser” table.
- Complete Section 5, Identified Risks and Risk Mitigations.
- Submit the completed, endorsed document (with Sections 1-5 completed) to [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).
- Engage further with GS&S, as required, to complete the residual risk assessment process so that an appropriate recommendation can be made to the Exception approver.
- GS&S will coordinate submission of the Exception request directly to the approver.
- Requestors (the traveler) will either receive a determination directly from the approver or through GS&S.
- Requests should be made, at minimum, three (3) weeks in advance of travel. Under extenuating or emergent circumstance, GS&S will work with travelers to support requests with shorter lead time.

**NOTE:** **DO NOT LOCK YOUR FORM AFTER DIGITALLY SIGNING!** This will prevent other signatories from acting on the document and will create administrative delays. After digitally signing, you only need to “save” the document so that others (where required) can also complete their digital signatures.

## TRAVEL CERTIFICATION AND EXCEPTION REQUEST FORM

### Individual Travel

SECTION 1. TRAVELER AND TRAVEL DETAILS			
<b>Family/Last Name</b>		<b>Given/First Name</b>	
<b>Email</b>		<b>Phone Number</b>	
<b>Country(ies) of Citizenship</b>		<b>U.S. Immigration Status</b>	
<b>University Status</b>	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student (non-in absentia) <input type="checkbox"/> Graduate Student (in absentia) <input type="checkbox"/> Faculty, Postdoc, Researcher, 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
<i>Please provide a statement that describes the purpose of your travel, including the expected results or benefits to you and/or the University.</i>

<i>Next Question Only for Undergraduate Travelers</i>	
<b>This University Travel is:</b>	<input type="checkbox"/> Funded by an academic department or the Office of the Dean of the College (ODOC) <input type="checkbox"/> Co-curricular (please indicate appropriate Campus Life affiliation/funder) <ul style="list-style-type: none"> <li><input type="checkbox"/> Athletics</li> <li><input type="checkbox"/> Office of the Dean of Undergraduate Students (ODUS)</li> <li><input type="checkbox"/> Office of Religious Life (ORL)</li> <li><input type="checkbox"/> Pace Center for Civic Engagement</li> </ul>

**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

**CERTIFICATION ENDORSER TABLE**

<b>Undergraduate Students</b>	Submit your signed Certification to <a href="mailto:travelcert@princeton.edu">travelcert@princeton.edu</a> for processing to the appropriate Certification Endorser
<b>Graduate Students (All)</b>	Department chair, program director or dean for Certification endorsement.
<b>Faculty, Postdoc, Researcher, Staff</b>	Department chair, program director, unit head, or supervisor (as applicable).

**SECTION 4. ENDORSEMENT OF CERTIFICATION**

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

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 GS&S 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 must be uploaded to your relevant travel enrollment.*

*Sections 5 – 7 are only for Exception requests.*

**CONTINUE** only if you are completing an Exception request and have already obtained your Certification endorsement.

**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](mailto: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*

*GS&S will include a completed Residual Risk Assessment for all Exception requests as an attachment to this form upon submission to Exception Approvers. Please see attached document for assessment and recommendation.*

**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](mailto:GLOBALSAFETY@PRINCETON.EDU).