

CUNY International Travel Warning Waiver Petition

CUNY Policy: *The [CUNY International Travel Guidelines](#) do not allow **undergraduate or graduate students** to travel abroad to destinations under a Qualifying Warning (see definition below), either on CUNY Trips or independently, if the travel has a connection to the student's CUNY education. This includes but is not limited to study abroad, internships, research, volunteer/service work, etc. Exceptions to this policy are only permissible if explicit written permission has been granted through this waiver. Personal travel with no connection to the student's CUNY education (e.g. family visits, vacation) does not fall under the CUNY International Travel Guidelines and is not subject to this waiver petition process.*

Qualifying Warnings are triggered by either a State Department Travel Warning or a CDC Level 3 Travel Warning. CUNY students are not allowed to travel to destinations under a Qualifying Warning without the explicit approval of the Chief Academic Officer on the CUNY Travel Warning Waiver Petition.

Instructions for Completing a Waiver: *CUNY Trips to a destination under a Qualifying Warning should include the Required Attachments described below to the Trip Proposal. Individual participants on an approved CUNY Trip do not have to submit the CUNY Travel Warning Waiver Petition, but if the trip proposal with this petition is approved, they must be informed about the details of the warning(s) and risk reduction measures during the application process and pre-departure orientation, and must submit the CUNY Release Agreement for Activities in a Country under a Qualifying Warning. **If the Travel Warning is issued after a proposal is submitted and/or approved, the College must submit this petition as soon as possible.***

CUNY faculty and staff traveling without students to a destination under a Qualifying Warning are not required to submit the CUNY Travel Warning Waiver Petition; however, they must inform their department chair/supervisor and must submit the Release Agreement for Activities in a Country Under a Qualifying Warning.

Individual travel petitions should be completed directly by the student.

CUNY Trip petitions should be completed by the Campus Director and co-signed by the Field Director. If a CUNY Trip does not have a Field Director (e.g. exchange or affiliated programs), only the Campus Director signature is required.

Full name:

College/Campus:

Email:

Tel:

This petition is for a(n):

Group (a CUNY Trip)

Individual

Undergraduate student

Graduate student

CUNY International Travel Warning Waiver Petition

Required Attachments:

- 1) A detailed itinerary of the proposed trip, including all modes of transportation and accommodation. (CUNY Trips should submit this form together with the full Trip Proposal, which includes this).
 - 2) The current Dept. of State and/or Centers for Disease Control Travel Warnings.
 - 3) A proposal outlining the following:
 - a. A justification of the trip's destination, including how the trip's purpose cannot be accomplished at an alternate destination not subject to a Qualifying Warning.
 - b. A description of how you and (if applicable) the trip's organizers will mitigate the specific risks mentioned in the relevant travel warning(s).
 - c. A list identifying all local contacts that will provide support.
 - 4) **Individual Petitions:** Individual trips also require a letter of support from a faculty member who has reviewed all of the above attachments and supports your application for a waiver to CUNY's policy restricting travel to destinations under a Qualifying Warning.
-

For Individual Petitions:

I affirm that this petition is complete and correct to the best of my knowledge.

Signature of Petitioner

Date

Name of Petitioner

For CUNY Trip (Group) Petitions:

I affirm that this petition is complete and correct to the best of my knowledge.

Signature of Campus Director

Date

Name of Campus Director

Signature of Field Director

Date

Name of Field Director

CUNY International Travel Warning Waiver Petition

Approval

1. This petition has been reviewed by Central Office and is ready for approval by the College Chief Academic Officer.

	Initials	Date
OAA		
OEHSRM		

2. Approval:

This petition is hereby approved by the *Chief Academic Officer*. This approval is official after the CUNY Release Agreement for Activities in a Destination under a Qualifying Warning has been signed by all trip participants and submitted to the College, which must retain them for two years in addition to all standard travel waivers.

Signature of College Chief Academic Officer

Name of College Chief Academic Officer

Date

If approved by OAA, OEHSRM and the College/School Chief Academic Officer, a scanned pdf version of this form should be sent by the international education liaison at the college sponsoring the trip or the individual student's home college to global@cuny.edu and (if applicable) to the petitioning student.