

Graduate Student Request for an Exception to High Risk Travel Policy

University related Student international travel continues to be restricted by the [University High Risk Travel Policy and Directives](#) due to the on-going impact of COVID-19 around the world. Such travel presents a risk to members of the Clemson University community which warrants heightened review and restrictions.

This form is for use by GRADUATE students, including those employed by the university, to request an exception to the current restrictions to university related INTERNATIONAL travel. Domestic travel and personal travel do not require this review.

Depending on the nature and circumstances of travel, the HRTAG review can take anywhere from 2-6 weeks. We recommend submitting the paperwork 6-8 weeks prior to travel. Prior to requesting an exception students should:

- Review [Department of State](#) and [CDC Travel Advisories](#) for their destination and discuss with supervisor whether travel is warranted at this time given the risks.
- Explore other options for postponing/deferring travel to a later date or conducting the activities remotely.
- Prepare the following documentation for submission with your request.

1. High Risk Travel Request Form (below)

Purpose of Travel-

Conference Provide a link to conference/organizer website.

Provide any invitation/acceptance documentation.

Research Provide brief description nature of overseas research—archive visit, field study, sample collection, etc.

Provide website/contact information of host organization/collaborators.

Provide source of funding agency/grant.

Other Provide description.

2. Travel Logistics and Itinerary - attach the following:

Travel itinerary

Plans for accommodations and transportation on-site

Access to medical care and quarantine/isolation facilities

Alternative options for conducting activity remotely or deferring travel to a later date

While your request is being reviewed, proceed with the following:

- Any department or college travel-related requirements
- Travel authorization process (if university/grant funded)
- [CU Travel registry](#)

Once approved:

- Continue with Travel Authorization Process
- Continue with CU Travel Registry
- Submit the Acknowledgement of Risk Form (provided by OGE after approval)



HIGH RISK INTERNATIONAL TRAVEL REQUEST FORM
(For Use by GRADUATE students Only)

Name: _____ Email: _____ CUID C _____

Department: _____ College: _____

Supervisor's Name: _____ Email: _____

Date(s) of Trip: _____ Destination(s): _____

Purpose of Travel: Conference Research Other (description):

Signatures:

With regard to this travel, I have carefully reviewed Department of State and Centers for Disease Control travel advisories for my travel destination and have exhausted all options for postponing/deferring to a later date and/or conducting the activity virtually.

Signature of Graduate Student

Date

I have communicated with the student, discussed potential alternative options, and am aware that they have submitted this appeal. I support the filing of this Request for Exception to the University's High Risk Travel Policy.

Signature of Immediate Supervisor/Chair

Date

RETURN FORM AND DOCUMENTATION TO OGE@CLEMSON.EDU