Due to the worldwide unpredictability surrounding the spread of COVID-19, and out of caution for our students’ health, Penn State is not currently permitting international travel for graduate students. We understand that for some students this decision may adversely affect their academic plans and disrupt their degree progress. In order to provide some flexibility to graduate students in this situation, we are allowing affected students to petition for an exception to the travel suspension**. Only students who can clearly demonstrate that the goals of their proposed travel and/or study abroad are critical to their degree progress, cannot be postponed, and cannot be conducted remotely will be considered.** All students petitioning for this exception must agree to the following terms:

* Students intending to travel internationally and/or study abroad should review the CDC website for the most up-to-date country-specific health information and be prepared to comply with all governmental requirements and guidelines.
* All participation in international programs, research abroad, and international travel for other University purposes must adhere to the Penn State International Travel Policy. While the university-wide travel suspension remains in place, students may request an exception (subject to Provost approval).
  + Applicants must request an academic exception via this form indicating why the travel is critical for degree progress and cannot be postponed.
  + If an academic exception is conditionally approved, a separate health and safety-focused travel plan must be submitted to the International Restricted Travel Committee (IRTC) who will conduct a comprehensive risk review. *Please note:* All locations will be evaluated based on current health and safety information and there is no guarantee that travel abroad will be permitted even if an academic exception is granted.
* It is the student’s responsibility to investigate any cancellation and refund polices related to their travel abroad whether a cancellation were to occur before travel is started or during a stay abroad. Students obtaining financial support for travel from internal Penn State resources, such as departmental funds, or from external funds, such as federal grants, should investigate cancellation and refund policies in advance of embarking upon such travel. Any financial investments such as the purchase of plane tickets, visas, housing costs, or program deposits may not be refundable depending on the funding source. Penn State cannot guarantee reimbursement if the student is unable to travel, cannot return to the United States at the expected date, or must return early.
* Students are responsible for researching and complying with their host country’s laws, requirements, and guidelines.
* Penn State reserves the right to make changes to the proposed travel, including suspension of the student’s participation at any time. This means that at any point during the course of the travel, Penn State may require students to return home at their own expense. This also means that prior to your departure, health and safety conditions could change such that Penn State may not permit you to travel abroad.
* Students should consult with a healthcare provider before traveling to understand the risks of COVID-19 to their personal health.

Students should complete the form below in consultation with their research adviser. The proposed travel must then be approved by graduate program head, and the administrator for graduate education in their college/campus/school in consultation with the Dean/Chancellor. Once all approvals have been obtained, please send the form and associated approvals to the Associate Dean for Graduate Student Affairs ([sea10@psu.edu](mailto:sea10@psu.edu)).

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Information** | | | |
| Last Name: |  | First Name: |  |
| Email address: |  | Student ID: |  |
| Degree Program: |  | College/Campus/School: |  |
| Expected Date of Graduation: |  | Campus Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Travel** | | | |
| Destination(s): |  | Dates of Travel: |  |

**Purpose of travel**

Please provide (1) an overview of the purpose of the proposed travel, (2) a detailed explanation of why the proposed travel is essential for your degree progress, and (3) an explanation of why the activities cannot be done remotely or postponed.

This travel request has been reviewed and approved by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Research Advisor** | | | |
| Last Name: |  | First Name: |  |
| Email address: |  |  |  |
| Signature and Date: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Graduate Program Head** | | | |
| Last Name: |  | First Name: |  |
| Email address: |  |  |  |
| Signature and Date: | | | |

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| --- | --- | --- | --- |
| **Administrator for Graduate Education of College/Campus/School or Dean/Chancellor** | | | |
| Last Name: |  | First Name: |  |
| Email address: |  |  |  |
| Signature and Date: | | | |