Request Process for Essential Research Travel Approval

We understand that some students and employees of UC Santa Cruz may need to travel to enable critical research activities. The campus has established a request process for these cases.

Who can make a travel request:
Faculty, postdoctoral fellows, graduate students, and staff may request approval for essential University-related international or domestic travel (outside the state of California) for research purposes.

Who cannot make a travel request:
Undergraduate students are currently prohibited from UCSC-related international and domestic (outside the state of California) travel and cannot petition to travel at this time.

CRITERIA FOR REQUEST

For now, requests must meet all of the following three criteria:

Critical research activity

1. The travel is essential to the survival or long-term viability of significant research activity or academic work;
2. The research activity is a substantial component of the petitioner’s academic or professional work at UCSC; and
3. There are no viable alternatives to travel.

If you believe you meet the criteria, submit your completed petition form at least 30 days prior to your proposed departure.

Link to Essential Research Travel Request Approval Form

Travel Requirements
If your request is approved, you must also complete UCSC COVID-19 Travel Requirements in consultation with EH&S.