Pre-approval for Essential Travel to a CDC Warning Level 3 Country: Academic Appointee Submission Process

Before you begin, you must contact your departmental Academic Personnel staff member to alert them that you need to submit a pre-approval request to travel to a country that has been designated as a warning level 3 by the Centers for Disease Control and Prevention (CDC) and/or the U.S. State Department. Your departmental Academic Personnel staff member will create a case for you and email you to let you know that you may begin the submission process.

1. Login to Interfolio at review.ucsd.edu
2. In the “Your Action Items” section, click on your name that is displayed above the “Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice” template.

3. Click the “edit” button.

4. Click the “fill out form” button.
5. Complete the questions on the form. When you are finished entering the information, scroll down and click the “return to packet” button.
6. The form will show a status of “completed, not yet submitted” in the details section. Click on the “submit” button.

7. Click “Yes” on the confirmation pop up.

8. Your Department Chair will receive a notification that your request has been submitted. You should expect to hear an outcome for your request within 36 hours.