

GROUP TRAVEL REGISTRATION

International Travel
Cal Poly International Center

INTERNATIONAL TRAVEL

All international travel conducted on Cal Poly business must be registered through the Cal Poly International Center and approved by the Provost.

Travel abroad may include activities such as:

- ▶ Conferences
- ▶ Research
- ▶ Lectures/Presentations
- ▶ Student Internships
- ▶ Club activities
- ▶ Field Trips

TRANSITION TO ELECTRONIC TRAVEL PACKETS

As of July 1, all requests for international travel will be completed online through <https://abroad.calpoly.edu>

This new system will allow the International Center to:

- Retain all information in one secure area
- Enhance travel safety
- Ensure compliance with CSU policies & procedures
- Provide for rapid location and communication in the event of an emergency situation

GROUP DEADLINES

Group student/faculty/staff travel (Fall Quarter 2017 & Winter Quarter 2018 only)

- 90 days in advance for international travel to non-hazardous destinations
- 120 days in advance for international travel to high hazardous destinations
- 180 days in advance for international travel that requires a fee collection by Cal Poly

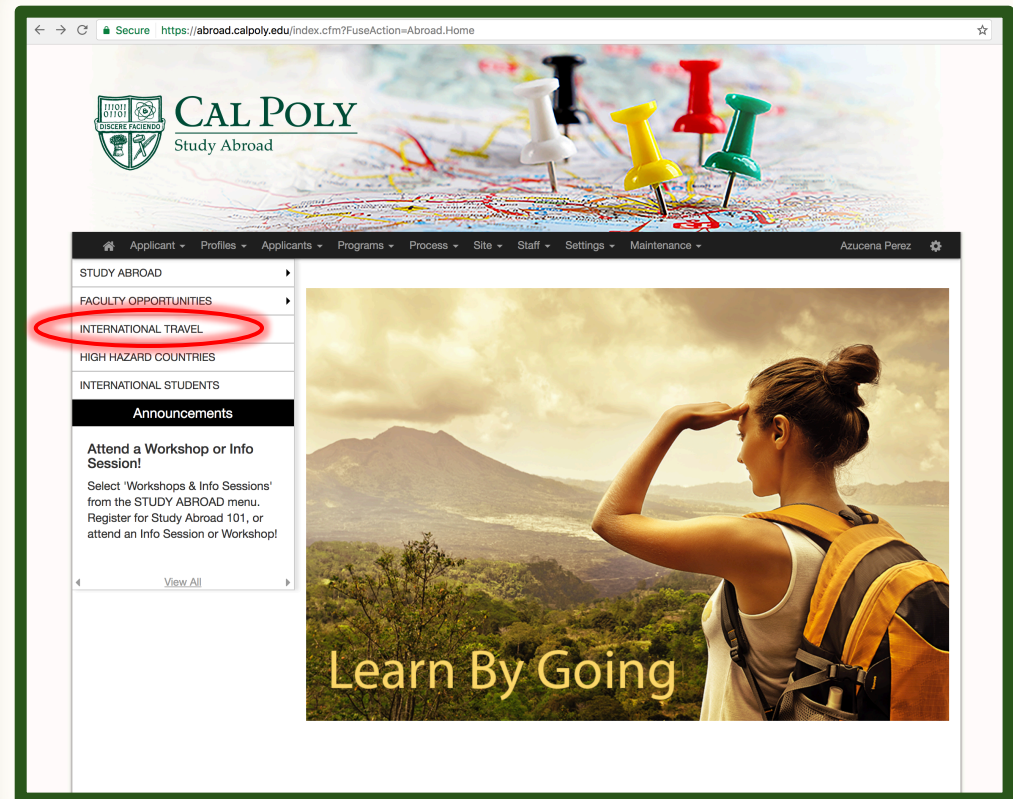
Group student/faculty/staff travel (New Deadlines for Trips with Departure Dates that begin Spring Break / Spring Quarter 2018)

- November 1, 2017 (Spring Quarter 2018 - includes Spring Break departure dates)
- February 1, 2018 (Summer Quarter 2018 departure dates)
- May 1, 2018 (Fall Quarter 2018 departure dates)
- September 15, 2018 (Winter Quarter 2019 - includes Winter Break departure dates)

NOTE: The new deadlines beginning Spring Break/Quarter 2018 departure dates are for both high hazardous and non-high hazardous travel. Exceptions may be made on a case-by-case basis for competition teams, presentations at conferences, and for grant supported research with accompanying justification. Previous listed deadlines remain for winter break 2017 and winter quarter 2018 group travel proposals.

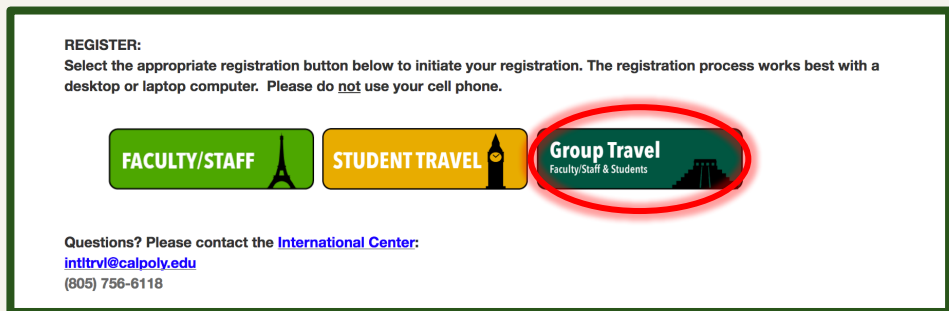
HOW TO GET STARTED

- ▶ <https://abroad.calpoly.edu>
 - International Travel
 - Group Travel



INTERNATIONAL TRAVEL PAGE

- Resources
 - Before You Go With Students
 - FAQ
 - Travel Resources
 - Faculty/Staff Resources
- Group Travel



GROUP TRAVEL

- ▶ Read Instructions
- ▶ Review High Hazardous Countries Lists

Group student/faculty/staff travel

Group student/faculty/staff travel (Fall 2017 & Winter 2018)

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Group student/faculty/staff travel (New Deadlines Effective Spring Break / Spring Quarter 2018)

- November 1, 2017 (Spring Quarter 2018 - includes Spring Break)
- February 1, 2018 (Summer 2018)
- May 1, 2018 (Fall 2018 & Winter 2019)

NOTE: The new deadlines beginning Spring Quarter 2018 are for both high hazardous and non-high hazardous travel. Exceptions may be made on a case-by-case basis for competition teams, presentations at conferences, and for grant supported research with accompanying justification. Previous listed deadlines remain for winter break 2017 and winter quarter 2018 group travel proposals.

Please review the "[High Hazardous Countries Lists](#)" to find out if your destination is deemed high hazardous. It is recommended that travelers submit packets early to allow additional time for internal deadlines. This process requires some information gathering on your part -- we encourage you to start early! Please see the group travel [flowchart](#) for more information.

In addition, we have provided a step-by-step [guide](#) to assist with the registration process.

Ready to Begin?

The following steps will help guide you through the process of requesting your international travel with students. *The application process works best when you use a desktop or laptop computer. Please do NOT use your phone.*

Step 1: Seek approval from your department/division and dean's office.

Step 2: Review the international travel resources including "[Before You Go with Students](#)," and the "[High Hazardous Countries Lists](#)."

GROUP TRAVEL

► Click Apply Now

Why Are These Steps Important?

Trip leader and student registration in the system allows the Cal Poly International Center and the University the ability to provide our travelers with the necessary health and safety support, including travel medical insurance information and other pre-departure resources. Additionally, in the unlikely event of an emergency while the group is abroad, the Cal Poly International Center will be able to quickly coordinate response and assistance with the insurance carrier and relevant departments.

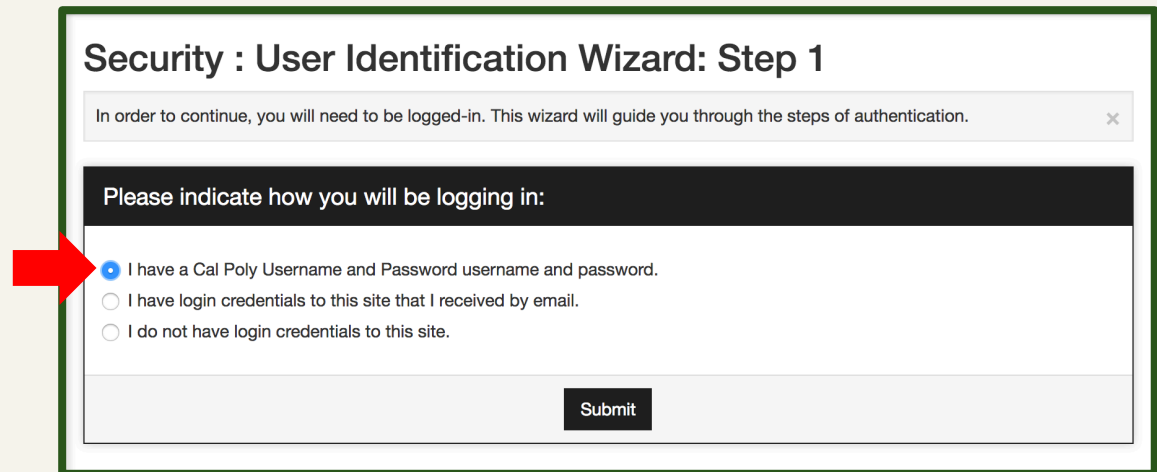
Questions?

The Cal Poly International Center welcomes questions, intltrvl@calpoly.edu or (805) 756-6118.

Apply Now

1) MAKE A PROFILE – ONLY 1ST TIME YOU LOGIN

- Automatically pulls information such as first name, last name and email from Cal Poly Portal
- Must add date of birth in order to complete signature documents (show proof over age 18).



Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

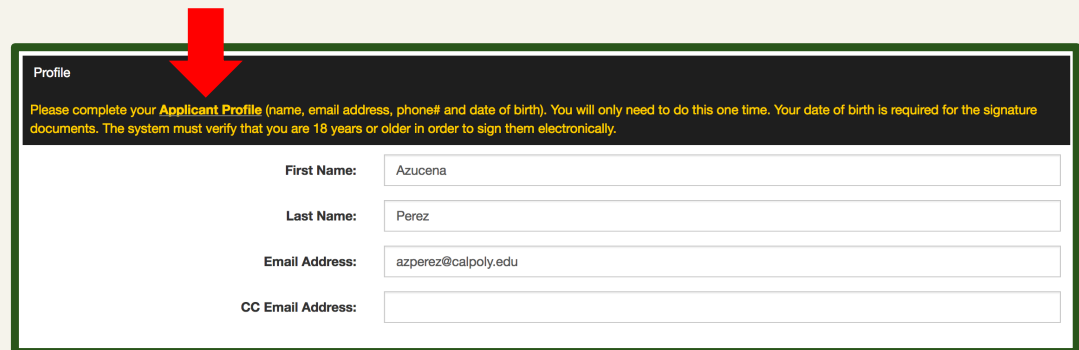
Please indicate how you will be logging in:

☒ I have a Cal Poly Username and Password username and password.

☐ I have login credentials to this site that I received by email.

☐ I do not have login credentials to this site.

Submit



Profile

Please complete your **Applicant Profile** (name, email address, phone# and date of birth). You will only need to do this one time. Your date of birth is required for the signature documents. The system must verify that you are 18 years or older in order to sign them electronically.

First Name:

Last Name:

Email Address:

CC Email Address:

2) SELECT TRAVEL DATES AND DESTINATIONS

- Itinerary allows you to select multiple locations and dates of travel when traveling to more than one country or city.

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

✕ Gold Coast, Australia	From: 03/01/2017	To: 03/04/2017
✕ Queensland, Australia	From: 03/05/2016	To: 03/07/2017
✕ Hamilton, New Zealand	From: 03/08/2016	To: 03/10/2017

Date You Leave the US:

Date You Return to the US:

Location:

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above. If you're unable to find your destination, please choose 'Other, Other, Other' and contact inltrvl@calpoly.edu with your final destination details:

Accra, Ghana (Africa)

Adelaide, Australia (Australia/Pacific Islands)

Adelaide, Australia (Oceania)

Affios, Greece (Europe)

Ahmedabad, India (Asia)

Aix-en-Provence, France (Europe)

Alberta, Canada (North America)

Alcala, Spain (Europe)

Alexandria, United States (North America)

Alicante, Spain (Europe)

Amman, Jordan (Middle East)

Add to Itinerary

3) COMPLETE DOCUMENTS

- ▶ Academic Credit for Group Travel
- ▶ Chartfield for Payment of Insurance Premium (ask admin coordinator if unsure)
- ▶ Emergency Contact Information Form
- ▶ Group Travel Proposal (upload form with dept. head and dean signatures)
- ▶ Travel Companion Form (if applicable)
- ▶ Travel Insurance Request Form
- ▶ Travel Authorization Forms (upload completed forms)
- ▶ Volunteer Traveler Form HR-V1 (if applicable)
- ▶ Signature Documents (4)

GROUP TRAVEL APPLICATION PAGE

Travel Registration Page (Pre-Decision)

- Submit Application -

Azucena Perez

Program: [Group Travel Request](#)

Dates: 06/12/2017 - 06/18/2017

Announcements

Attend a Workshop or Info Session!
Select 'Workshops & Info Sessions' from the STUDY ABROAD menu. Register for Study Abroad 101, or attend an Info Session or Workshop!
International Center Front Desk Hours
M-F 9am-5pm (Bldg. 52, Room E32)
[International Coffee & Tea Time](#)
Tuesdays from 11:00am-12:00pm in UU 217B. International and domestic students, faculty & staff share their culture. Light refreshments provided.
[\[View Details\]](#)

[View All Announcements](#)

Attached Documents

The following files have been attached to your application. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File No file chosen - select document type - Upload

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Cadiz, Spain (Europe)

Date You Leave the US: 06/12/2017
Date You Return to the US: 06/18/2017

[add new itinerary record](#)

Registration Forms

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
ITA: Academic Credit for Group Travel	<input type="checkbox"/>
ITA: Cal Poly Group Travel Abroad Proposal Form	<input type="checkbox"/>
ITA: Chartfield for Payment of Insurance Premium (Corporation)	<input type="checkbox"/>
ITA: Chartfield for Payment of Insurance Premium (State)	<input type="checkbox"/>
ITA: Dept/Dean Pre-Approval	<input type="checkbox"/>
ITA: Emergency Contact Information Form	<input type="checkbox"/>
ITA: Travel Companion Form	<input type="checkbox"/>
ITA: Travel Insurance Request Form	<input type="checkbox"/>
ITA: Travel Pre-Authorization Form	<input type="checkbox"/>
ITA: Trip Leader: Emergency Contact Information Form	<input type="checkbox"/>
ITA: Volunteer Traveler Form HR-V1	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
ITA: Change of Condition	<input type="checkbox"/>
ITA: Faculty/Staff Travel Companion Agreement	<input type="checkbox"/>
ITA: Traveling with Devices and Connecting to the Internet	<input type="checkbox"/>
ITA: Trip Leader Duties	<input type="checkbox"/>

Can only submit application after all forms and documents are submitted

Registration Forms

Signature Documents

Lists Destination and Travel Dates

FINAL STEP

- ▶ Submit Application
- ▶ Email Confirmation Sent
- ▶ Group Travel Registration has been submitted
- ▶ Trip Leader Registration can now be completed

abroad.calpoly.edu says:

Thank you for registering your travel

A confirmation email has been sent to you.

It will take 2-4 weeks for the International Center to process travel request. During this period we may ask for more information.

OVERVIEW

- ▶ Visit <https://abroad.calpoly.edu/>
 - ▶ International Travel tab
 - ▶ Group Travel button
- ▶ Login/Create Profile (first time only)
- ▶ Complete Group Travel Request Application
 - ▶ Input itinerary
 - ▶ Complete and Upload Group Travel Forms (with dept/Dean signatures)
 - ▶ Online Signature Documents
- ▶ Submit Application
- ▶ Complete Trip Leader Registration

POST-APPROVAL PROCESS & STUDENT ROSTER

- ▶ Once you have received an email that your group travel has been approved, you must provide the International Center with a finalized student roster (student name & Cal Poly email address) at least 45 days prior to the departure date. The International Center will send each student an email with a link to complete the student forms and passport information electronically.
- ▶ All faculty/staff leaders are required to attend a workshop on crisis response prior to group travel. If leading multiple trips, only one workshop required per academic year.

QUESTIONS

- ▶ Azucena Perez, Administrative Coordinator
X6-6118 - direct
- Jill Victorino, Administrative Analyst
X6-2056 - direct

Please email questions / comments to:

intltrvl@calpoly.edu