

STUDENT 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

Effective July 1, 2017, all requests for international travel must be completed online through *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

STUDENT DEADLINES

Individual Student Travel Request deadlines

- 30 days in advance for international travel to non-hazardous destinations
- 60 days in advance for international travel to high hazardous destinations

HOW TO GET STARTED

- **Abroad.calpoly.edu**
- **International Travel**
- **Student Travel**



INTERNATIONAL TRAVEL PAGE

- Resources
 - Before You Go
 - FAQ
 - Travel Resources
- Student Travel

INTERNATIONAL TRAVEL

***This site is currently under construction. Please continue to use the forms on the International Center website found under ["Int'l Travel."](#)**

INTERNATIONAL TRAVEL

BEFORE
YOU GO

BEFORE YOU GO
WITH STUDENTS

FAQ

EMERGENCY
INCIDENT

TRAVEL
RESOURCES

FACULTY/STAFF
RESOURCES

REGISTER:

Select the appropriate registration button below to initiate your registration. The registration process works best with a desktop or laptop computer. Please do not use your cell phone.

FACULTY/STAFF

STUDENT TRAVEL

Group Travel
Academy of Sciences

Questions? Please contact the [International Center](#):

intltnv@calpoly.edu

(805) 756-6118

STUDENT TRAVEL

- Read Instructions
- Review High Hazardous Countries Lists
- Speak with faculty advisor/dept. head
- Download and complete:
 - Travel Pre-Authorization Form (tab 1) and
 - Detailed Itinerary/Cost Comparison (tab 2)
- Forward to Dept. Head/Dean's offices for signature
- Provide faculty/staff letter of support

Please review the **"High Hazardous Countries Lists"** to find out if your destination is deemed high hazardous. In general, student travel to countries listed on the high hazardous lists will not be approved unless the student is accompanied by a Cal Poly faculty or staff member.

Please note - there is no need to complete an international travel packet or purchase Cal Poly foreign travel insurance for U.S. Territories such as Puerto Rico, Guam, Northern Mariana Islands, the U.S. Virgin Islands or American Samoa.

If you are a student participating in an academic program with an academic advisor in the International Center or Extended Education, you should not register here. Instead, please visit the Study Abroad Website (<http://studysabroad.calpoly.edu/>) or contact the International Center for assistance, international@calpoly.edu; (805) 756-6118.

Ready to Begin?

The following steps will help guide you through the process of requesting your international travel with students.

Step 1: Talk to your faculty advisor / department head to seek approval.

Step 2: Review the International travel resources including **"Before you Go."**

Step 3: Save or print out the directions below. The system has a security function that will time you out of your session. Please be sure to save your work as you go along.

Step 4: Click "Apply Now" at the top of the page. You will be prompted to log-in with your Cal Poly username and password.

Step 5: Complete your Profile (only the first time you login to the system).

Step 6: Add your Itinerary. You may create more than one leg of your travel in the same application by continuing to build your itinerary this same way. Once you are finishing building your itinerary (which should match your flight itinerary), click **"Update."**

Step 7: Complete all **Registration Forms & Signature Document Forms**. The **Student Travel Proposal**, **Travel Authorization** and an **International Travel Insurance Request** must be signed by your department & dean's offices prior to submission. The International Center will be responsible for obtaining the Provost's signature on your behalf.

Step 8: A checkmark will appear in the boxes under the "Received" column that you have completed. You will receive an e-mail notification from the Cal Poly International Center within 1-3 weeks of your submission. During this time, you may be asked to provide additional information.

STUDENT TRAVEL

- Click Apply Now

Why Are These Steps Important?

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 abroad, the Cal Poly International Center will be able to quickly coordinate response and assistance with the insurance carrier and relevant departments.

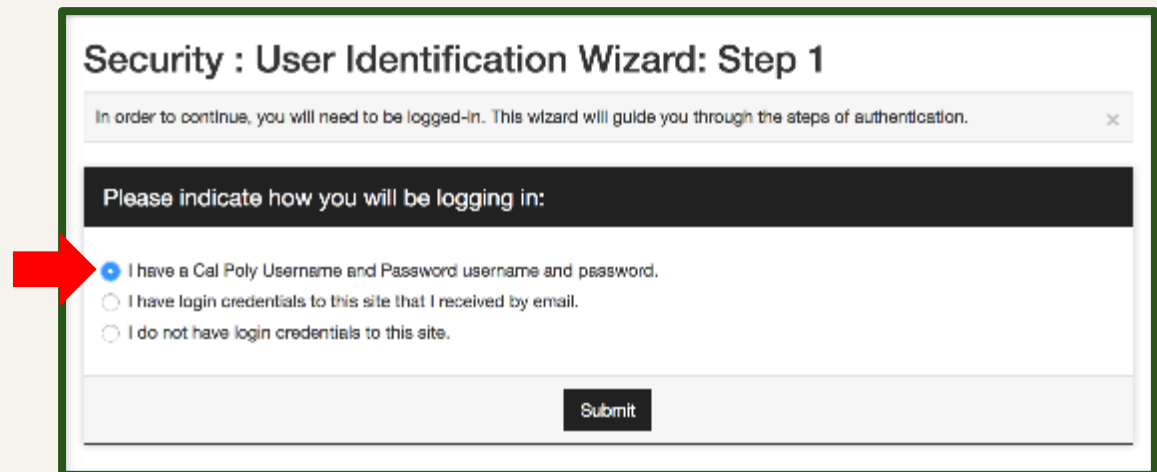
Questions?

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. ×

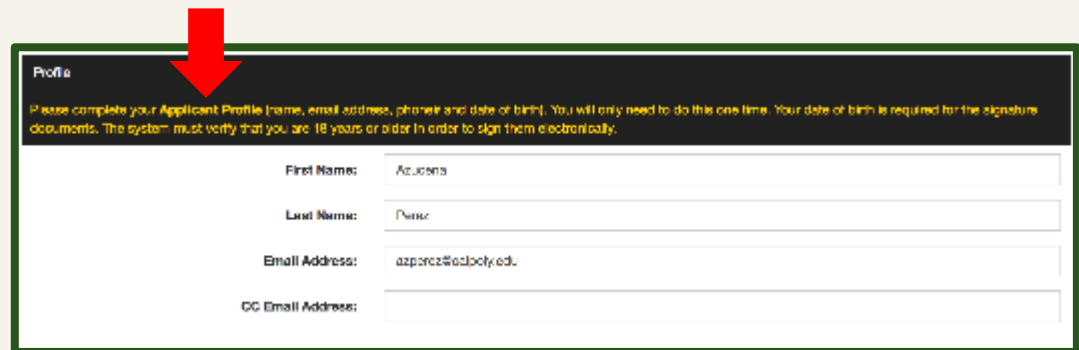
Please indicate how you will be logging in:

☒ 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:

<input checked="" type="checkbox"/> Gold Coast, Australia	From: 03/01/2017 To: 03/04/2017
<input checked="" type="checkbox"/> Greenland, Australia	From: 03/05/2017 To: 03/07/2017
<input checked="" type="checkbox"/> Hamilton, New Zealand	From: 03/08/2017 To: 03/10/2017

Date You Leave the US:

Date You Return to the US:

Locations:

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 Cities, Other' and contact info@calpoly.edu with your final destination details.

Accra, Ghana (Africa)

Adelaide, Australia (Australia/Pacific Islands)

Adelaide, Australia (Oceania)

All cities, Canada (Europe)

Almedalen, India (Asia)

Alaska, Alaska, Alaska (Europe)

Alaska, Canada (North America)

Alaska, Spain (Europe)

Alaska, United States (North America)

Alaska, Spain (Europe)

Alaska, Spain (Europe)

Alaska, Spain (Europe)

3) COMPLETE DOCUMENTS

- Academic Credit
- Cal Poly Individual Student Travel Proposal Form
- Chartfield for Payment of Insurance Premium (ask department to provide the International Center with this information)
- Emergency Contact Information Form
- Travel Insurance Request Form
- Travel Pre-Authorization Form (upload completed form)
- Travel Roster
- Signature Documents (5)

STUDENT TRAVEL APPLICATION PAGE

The screenshot shows the 'Student Travel Request & Registration' page for Azucena Perez. A red circle highlights the '- Submit Application -' button at the top. A red arrow points from the text 'Please submit application once all forms and documents have been completed' to this button. Another red arrow points from the text 'Registration Forms' to a table of forms. A third red arrow points from the text 'Signature Documents' to a table of documents. A fourth red arrow points from the text 'Lists Destination and Travel Dates' to the 'Itinerary' section.

- Submit Application -

Azucena Perez

Program: [Student Travel Request & Registration](#)

Dates: 01/21/2017 - 02/03/2017

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. 62, Room E32)
[International Coffee & Tea Time](#)
Tuesdays from 11:00am-12:00pm in UIU 217B. International and domestic students, faculty & staff share their culture. Light refreshments provided.
[\[View Details\]](#)

[View All Announcements](#)

Application Instructions

If necessary, download CPIC Cost Estimate Form and submit via the 'Attached Documents' section below.

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.

Mesquite, United States (North America) [✕](#)

Date You Leave the US: 01/21/2017
Date You Return to the US: 02/03/2017

[add new itinerary record](#)

Registration Forms

Click the following to view and complete the following online questionnaire. 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
TA: Academic Credit	<input type="checkbox"/>
TA: Cal Poly Individual Student Travel Process	<input type="checkbox"/>
TA: Checklist for Payment of Insurance Premium (Corporate)	<input type="checkbox"/>
TA: Checklist for Payment of Insurance Premium (State)	<input type="checkbox"/>
TA: Emergency Contact Information Form	<input type="checkbox"/>
TA: Travel Insurance Request Form	<input type="checkbox"/>
TA: Travel Pre-Authorization Form	<input type="checkbox"/>
TA: Travel Roster	N/A

Signature Documents

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

Title	Received
TA: Assumption of Risk & Release Agreement	<input type="checkbox"/>
TA: Change of Condition	<input type="checkbox"/>
TA: International Travel Abroad Student Participation Agreement	<input type="checkbox"/>
TA: Passport/Visa Information	<input type="checkbox"/>
TA: Traveling with Devices and Connecting to the Internet	<input type="checkbox"/>

Please submit application once all forms and documents have been completed

Registration Forms

Signature Documents

Lists Destination and Travel Dates

NEXT STEP

- Submit Application
- Email Confirmation Sent
- Student Travel Registration has been submitted

abroad.calpoly.edu says:

Thank you for registering your travel

A confirmation email has been sent to you.

It will take 1-2 weeks for the International Center to process travel request. During this period we may ask for more information.

OVERVIEW

- **Visit abroad.calpoly.edu**
 - International Travel tab
 - Student Travel button
- **Login/Create Profile** (first time only)
- **Complete Student Travel Request Application**
 - Input itinerary
 - **Complete and Upload Student Travel Forms** (including faculty/staff letter of support)
 - Online Signature Documents
- **Submit Application**

QUESTIONS

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

Please email questions / comments to:

intltrvl@calpoly.edu