STUDENT TRAVEL REGISTRATION

International Travel
Cal Poly International Center
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

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

Questions? Please contact the International Center:
intltravel@calpoly.edu
(905) 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 Marianas 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://studyabroad.calpoly.edu) or contact the International Center for assistance, international@calpoly.edu; (866) 795-6118.

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, intitrvl@calpoly.edu or (805) 756-6118.
1) MAKE A PROFILE – ONLY 1\textsuperscript{ST} 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).
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.
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)
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

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