

Faculty and Staff Step-by-Step International Travel Registration Guidance

STEP 1

Access the international travel registration for faculty and staff at this url:


https://ualbany.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10706

You will land on a page that looks like this; click on one of the two purple 'Apply Now' buttons to create your registration.

[Back to Homepage](#)
[Login to My Application](#)

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Programs : Brochure

International Travel Registration: Faculty and Staff (Travel Registration Program) 

Restrictions: UAlbany applicants only

[APPLY NOW](#)
[ASK A QUESTION](#)


Program Description:

Please click 'Apply Now' to begin your international travel registration.

[APPLY NOW](#) [ASK A QUESTION](#)

STEP 2

Select *Log in with UAlbany NET ID/password*


CENTER FOR INTERNATIONAL EDUCATION
AND GLOBAL STRATEGY
UNIVERSITY AT ALBANY
State University of New York

User Login

Log in to get started.

[Log in with UAlbany NetID/password](#) [Log in for non-UAlbany users](#)

[New User?](#) [Create Account](#)

STEP 3

Log in using your UAlbany Credentials

UNIVERSITY
AT ALBANY

State University of New York

Net ID

Password

Sign in

STEP 4

Click on the '+' icon to enter in as many itinerary locations and dates as necessary. If you're traveling to multiple locations, use the '+' icon to enter the dates you be in each location. Select "Continue" when done.

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Program Options

Please select program options before continuing.

You must add at least one itinerary in order to submit this form.

+

Cancel

Continue

STEP 5

Click 'Get Started!' Then, please proceed to complete each required registration step as they open one by one.

International Travel Registration: Faculty and Staff - Travel Registry, 2022

Requirements ⁴ Program info Itinerary

Status: Committed
Start date: 10/31/2022
End date: 11/05/2022
[View program](#)

Instructions

If you are traveling to a high risk location as defined by the UAlbany Faculty/Staff International Travel Policy, you will need to submit a request for exemption for travel to a high risk destination which requires additional information and documentation. If you don't have this ready now, you may return to this travel registration and complete it later.

GET STARTED!

Online application

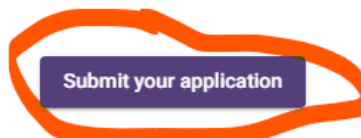
- .Acknowledgement of Travel Advisory
- .Verification of completed University-Related Business Approval Form (URBTAF)
- .Waiver of Liability and Hold Harmless Agreement
- Acknowledgement of compliance with UAlbany International Travel Policies
- Request for Exemption for Travel to High Risk Destinations

STEP 6

When finished, click 'Done' and then 'Submit your application':

Submit Application

You have completed all the current requirements for this application. It is ready to be submitted to the office.



You will then see this confirmation at the top of the webpage:

Requirements Program info Itinerary

Your travel registration submission was successful! You may close your browser now. 10/21/2022

STEP 7

Check your email. You will receive a message similar to the one below:

Thank you for creating your faculty/staff international travel registration!



studyabroad@albany.edu

To [REDACTED]

Center for International Education and Global Strategy - Education Abroad Office

Dear *First Name Last Name*,

Thank you for creating your faculty/staff international travel registration! If you need to return to your registration to review the signed agreements, to change/add to your itinerary (travel dates/locations), and/or to submit documentation for a request for exemption to travel to a high risk location, please [CLICK HERE](#) to log back into your travel registration with your UAlbany net ID and password (the same credentials you would use to log into MyUAlbany/IAS/etc.).

How to Purchase (optional) Supplemental International Health Insurance

SUNY contracts with UnitedHealthCare (UHC) to provide you with service and protection in the event you become ill or injured during your time abroad. Valid for the duration of your time abroad, your UHC health insurance policy costs approximately \$2/day. Please complete the [International Insurance Enrollment Form](#) and submit it to vjong-futerko@albany.edu at least two weeks prior to departure. The insurance coordinator will contact you with any questions and a link for payment by credit card.

Best Practices When Traveling Abroad

Consider registering your trip abroad in the [Smart Traveler Enrollment Program \(STEP\)](#), sponsored by the U.S. Department of State. STEP allows you to enter information about your upcoming travel abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate. The United States Department of State issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Please visit the [U.S. Department of State Travel Advisory website](#) for more information and to review the travel advisory for your destination(s). An important area to address while planning for your travel abroad is health and safety. [The UAlbany Travel Guide](#) provides general information and best practices applicable to traveling outside of the United States.

As part of the international traveler registration process, each individual international traveler must understand and acknowledge the risks inherent with any travel, especially international travel, understand that they are solely and personally responsible for their own safety while undertaking any travel on behalf of the University or Research Foundation for State University of New York ("Research Foundation") and agree to assume such risks. The University at Albany, State University of New York, State of New York and the Research Foundation and their officers, employees, students, agents, and volunteers are not responsible for liability and damages that result from the traveler undertaking a trip on behalf of one of these entities, especially for those risks that result from the traveler's actions or inactions. The traveler is also responsible for obtaining all required supervisory and other approvals required by the University at Albany Policy on International Travel and if such approvals are not obtained, the cost of the travel will not be paid by the University or Research Foundation and the traveler will be personally liable for such costs. Travelers also assume any additional risks that result from the choice to not secure the optional international health insurance offered by the State of New York or State University of New York and without such optional insurance coverage the traveler may be denied health services due to lack of health insurance coverage or be required to pay for such services out of pocket with no legal or financial recourse to the University at Albany or Research Foundation.

Best wishes,

Center for International Education & Global Strategy

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