STEP 1
Select I am a UAlbany student, faculty, or staff member with a NET ID and password

STEP 2
Log in using your UAlbany Credentials

STEP 3
(Instruction for Proxy Applicant only. If registering self, skip to Step 5)
In keyword, enter the last name or email of the person you are registering, and select ‘HR’ as the Directory to Search.

STEP 4
Select the person you wish to register, by clicking “Register” next to the person’s name.
STEP 5
Complete any outstanding profile information

STEP 6
Enter in as many itinerary locations and dates as necessary. Select “Add To Itinerary” to record multiple items. *Please do not clump all your locations and dates into one itinerary item.* When complete, select “Update.”
STEP 7

Upon submission, you will receive one of the following confirmation:

STEP 8

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

Center for International Education and Global Strategy - Education Abroad Office - International Travel Registration

Thank you for registering your travel. The following is the itinerary that we have on file for you:

<table>
<thead>
<tr>
<th>Destination</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo, Japan</td>
<td>06/06/2019</td>
<td>06/11/2019</td>
</tr>
<tr>
<td>Hiroshima-shi, Japan</td>
<td>06/13/2019</td>
<td>06/16/2019</td>
</tr>
<tr>
<td>Kyoto, Japan</td>
<td>06/16/2019</td>
<td>06/19/2019</td>
</tr>
<tr>
<td>Tokyo, Japan</td>
<td>06/19/2019</td>
<td>06/22/2019</td>
</tr>
</tbody>
</table>

How to Purchase 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 less than $2/day.

You must register and purchase your international health insurance in person. Bring the completed International Insurance Enrollment Form with you. Only credit cards are accepted.

Purchase your insurance at the Center for International Education and Global Strategy, located in the Science Library, G40, between the hours of 10:00 am – 2:00 pm Monday through Friday. Plan to make this visit at least two weeks prior to departure, at a minimum.

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.

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.