

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

STEP 1

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

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 am a UAlbany student, faculty, or staff member with a NETID and password.
☐ I am a Non-UAlbany student and I have login credentials to this site that I received by email.
☐ I am a Non-UAlbany student and I do not have login credentials to this site.

SUBMIT

STEP 2

Log in using your UAlbany Credentials

**UNIVERSITY
AT ALBANY**
State University of New York

Net ID
Password

Sign in

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.

OneStep : Choose / Create Proxy Applicant

Search

Use these search fields to find the applicant. Keywords can be a first/last name or email address.

Keywords: Doe

Login ID:

Enter the unique identifier value for the person you wish to add. Note that the ID may not be the login username of the person. This installation uses EMPLUID as the key column.

Directory to Search: ☐ SIS ☒ HR

SEARCH Cancel

STEP 4

Select the person you wish to register, by clicking "Register" next to the person's name.

Search Results

Click the Register button corresponding to the applicant you wish to create a new application

Last Name	First Name	Email	Action
Doe	Jane	jdoe@albany.edu	REGISTER

STEP 5

Complete any outstanding profile information

OneStep Travel Registration

International Travel Registration: Faculty and Staff - Registration Form

Profile

First Name: Jane

Last Name: Doe

Email Address: jdoe@albany.edu

CC Email Address:

Information

UAlbany ID (if applicable): • 0001234

Academic or Professional Department(s): •

Academic Department: Accounting and Law
Academic Department: Africana Studies
Academic Department: Anthropology
Academic Department: Art and Art History
Academic Department: Atmospheric and Environmental Sciences
Academic Department: Biological Sciences

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.”

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:

✖	Tokyo, Japan	From: 06/06/2019	To: 06/11/2019
✖	Hiroshima-shi, Japan	From: 06/13/2019	To: 06/16/2019
✖	Kyoto, Japan	From: 06/16/2019	To: 06/19/2019

Arrival Date:

06/19/2019

Departure Date:

06/22/2019

Location:

Find 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:

Tokyo, Japan (Asia)

ADD TO ITINERARY

UPDATE

• Required

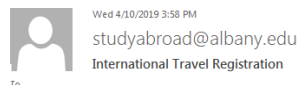
STEP 7

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

<p>ualbany.studioabroad.com says</p> <p>Thank you for registering your travel</p> <p>A confirmation email has been sent to you.</p> <p>If you wish to update your itinerary, please submit a new registration.</p> <p>OK</p>	<p>ualbany.studioabroad.com says</p> <p>Thank you for registering travel. A confirmation email has been sent to you and the registered traveller with the itinerary details.</p> <p>OK</p>
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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:

Tokyo, Japan:	Hiroshima-shi, Japan:	Kyoto, Japan:	Tokyo, Japan:
From: 06/06/2019	From: 06/13/2019	From: 06/16/2019	From: 06/19/2019
To: 06/11/2019	To: 06/16/2019	To: 06/19/2019	To: 06/22/2019

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.