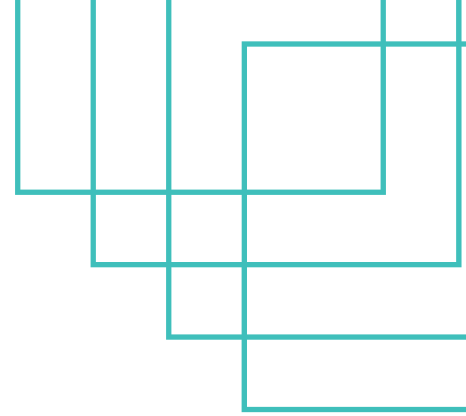


# Required Travel Documents



All those taking part in university-related travel must submit travel documents. Spouses, dependents, and other non-student participants should also complete all of the student travel documents but leave the student-specific sections blank.

## 1 | International Travel Registration

This form collects basic information about the traveler and the program they will be participating in. All other required documents listed below should be uploaded and submitted using this form.

[https://docs.google.com/forms/d/e/1FAIpQLScBuTFQ3zUwyYQFUJmA-96ZPKLax4b8Bygqs1bAjUbXHEy9VA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScBuTFQ3zUwyYQFUJmA-96ZPKLax4b8Bygqs1bAjUbXHEy9VA/viewform?usp=sf_link)

## 2 | Passport & Flight Itinerary

The information page of a student's passport should be scanned and uploaded into the International Travel Registration form. This is to prepare for emergencies abroad or the potential of a passport being stolen or lost.

Those who don't already have a passport can obtain one in Cedar City at the post office. Travelers will be required to bring a completed application, the application fee (\$130), some form of photo identification, and a birth certificate. Students should also bring two passport-sized photos. It can take up to 8 weeks to receive a passport, so students should apply as soon as possible. If there is a mistake on the passport, such as a misspelling or misprint, the passport will need to be reissued, which may take additional time. Once received, the passport must be signed to be valid.

- [How to Apply for a Passport](#)

<https://travel.state.gov/content/travel/en/passports/how-apply.html>

- [Do I need a Visa?](#)

<https://www.passportindex.org/travel-visa-checker/>

## 3 | Medical Information Form

The Medical Information Form ensures that Program Directors can appropriately respond to potential medical emergencies abroad. It also allows students to list who their emergency contacts are.

International insurance will be purchased for participants of short-term studies abroad, so students will not need to upload the insurance card requested by the form.

4

## International Travel Code of Conduct & Waiver of Liability

The International Travel Code of Conduct and Waiver of Liability can be digitally signed in the International Travel Registration form. If preferred, travelers may also upload physically signed copies of the forms to the International Travel Registration form.

5

## Media Release Form

The Media Release Form can be digitally signed in the International Travel Registration form. If travelers would like to restrict how their likeness (such as trip photos) is used, they must complete and upload the Media Release Form - Limitations document.

6

## STEP Enrollment

All SUU students who are American citizens are required by policy to register their travel with the Smart Traveler Enrollment Program (STEP). Those enrolled with STEP will receive updates from the local U.S. Embassy or Consulate. These updates include safety precautions and emergency response information. In addition to providing situational updates, U.S. Embassies can also provide American citizens assistance with lost passports and other individual emergencies and circumstances. Travelers who are not American citizens are still able to enroll in STEP if desired.

7

## Other Documents (as needed)

- If the host country has a Level 3 Travel Advisory students should submit:
  - Request to Travel to USDOS Level 3 Country
  - International Travel Informed Consent for Level 3 Country
- If the host country has a Level 4 Travel Advisory students should submit:
  - Request to Travel to USDOS Level 4 Country
  - International Travel Informed Consent for Level 4 Country
- If the traveler is under the age of 18 they should submit:
  - International Travel Parental Informed Consent Form
  - A legal guardian must also sign the minor's Travel Code of Conduct, Waiver of Liability, and Media Release Form.
- If traveling during COVID students should submit:
  - COVID Addendum to Waiver of Liability
  - Proof of Covid Vaccination



# INTERNATIONAL INSURANCE

The Office of Learning Abroad purchases international insurance coverage through Cultural Insurance Services International (CISI) for all short-term study abroad participants. Travelers are sent a “welcome packet” once they’ve been enrolled that includes policy information, a consulate letter, etc. These documents are also available through the online and app portals. CISI pays medical expenses directly but can reimburse payments if needed.

## Policy

<https://www.suu.edu/studyabroad/updatedinsurancepolicy>

## Extending Coverage

[https://drive.google.com/file/d/1kSpULUFaPYREeets4i\\_5uAWw70\\_SHjBU/view?usp=sharing](https://drive.google.com/file/d/1kSpULUFaPYREeets4i_5uAWw70_SHjBU/view?usp=sharing)

- If students will be traveling personally after the trip they can elect to extend their coverage. Coverage can be extended for up to one additional month, but there is a charge. Instructions on how to extend coverage are available in the welcome packet.

## Finding Healthcare Providers

- There are no network restrictions.
- Students can call 312-935-1703 or email [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us).
- Providers can also be located through the AXA/WorldCue resources in the insurance portal.
- It is possible to look up providers by location, specialty, spoken language, etc.

## Quarantine Coverage

<https://drive.google.com/file/d/1ujCPIHmdUcwljyQuSMkn-lzKzziRteB/view?usp=sharing>

- Quarantine-related expenses are paid out-of-pocket and then reimbursed when the claim is filed.
- The traveler should keep documentation of a positive test result that would warrant the required quarantine.
- The AXA emergency line will not help those who need to quarantine.
- AXA can also provide a letter of recovery to those who need it.
- [How to file a claim for quarantine coverage](#)

<https://drive.google.com/file/d/1ujCPIHmdUcwljyQuSMkn-lzKzziRteB/view?usp=sharing>

## Other Emergency Services

- Obtaining emergency cash



- Lost/delayed baggage tracing
- Important document replacement assistance (passports, credit cards, traveler's checks, airline tickets, etc)
- Locating legal services and assistance in posting bail
- Worldwide inoculation information and medication replacement

## Insurance Contacts

- In case of emergency - Team Assist Provider: AXA Assistance
  - Phone: (855) 372-1411 (calling toll-free from within the US)
    - (312) 935-1703 (calling from outside of the US, collect calls accepted)
  - E-mail: medassist-usa@axa-assistance.us
    - Or email crisis@culturalinsurance.com
- To reach a CISI Claims Representative (9-5 EST M-F):
  - Phone: (800) 303-8120 (calling toll-free from within the US)
    - (203)-399-5130 (calling from outside of the US, collect calls accepted)
  - E-mail: claimhelp@mycisi.com
  - Mail: Cultural Insurance Services International (CISI), 1 High Ridge Park, Stamford, CT 06905

## Filing a Claim

<https://drive.google.com/file/d/1pLTiyw2nIGEK0tPAYVlfy2xcYISMConu/view?usp=sharing>

- Claim forms are only needed if some money was paid out-of-pocket. Most things should be paid for directly by the insurance.
- All receipts for out-of-pocket expenses should be kept to submit with the claim form.
- Claims can typically be processed within 15 days.
- Claims should be submitted as soon as possible, but no later than a year after the incident .

## Cancel for Any Reason Insurance

- Cancel for Any Reason insurance (CFAR) can help travelers recover the cost of their airfare and SUU study abroad program fees should they need to withdraw from a program after the application deadline.
- The Office of Learning Abroad cannot purchase CFAR insurance on behalf of a student. If travelers want CFAR coverage, they must purchase it themselves.
- CFAR insurance can be purchased through CISI's partner: [Travel Insured International C&F](#)

<http://www.travelinsured.com>