



Procedure for University Sponsored International Travel

All faculty, staff and students who travel abroad for University related or funded activities, including faculty led instructional programs, coursework and research are strongly encouraged to review and complete the following documents.

1. Review and complete the following information. Keep all signed documents on file in home department and submit a copy of the following information to the UIC Office of International Affairs:
 - a. Read and sign last page of the “International Program Health and Safety Manual”
 - b. Read and sign the “International Activity Release and Waiver”
 - c. Complete the “International Program Student Contact Information Form” (Students Only)
 - d. Complete the “FERPA Consent” (Students Only)
 - e. Provide proof of International insurance coverage (please forward the email from CISI with the participant card attachment)*
 - f. Complete Excel Spreadsheet of Travel Group (UIN Number and Flight Information)

*International Health/Evacuation Insurance:

- **STUDENTS:** CISI: UIC Students participating in international, educational programs abroad are required to have an international health insurance policy that covers him/her for the duration of the program. It is important to be sure that the health insurance covers students for basic and emergency health issues while abroad. The policy must also cover ***repatriation of remains*** as well as ***emergency evacuation***.

The University of Illinois has a partnership with Cultural Insurance Services International (CISI) which offers a discounted rate for students participating in approved international programs through the university. To purchase a policy, please go to the CISI portal: <https://webapps3.aifs.com/CISIPortalWeb/> and enter the sponsor code: "UIL-SE".

The insurance policy details for AY12-13 are listed in the attachment. Once a policy is purchased, students should forward a copy of the email that they receive from the company, which will include an attachment with their insurance ID card to the Office of International Affairs.

When selecting coverage dates for their insurance, students should choose the date

that they leave the US (not the date that they arrive abroad) and the date they will arrive back in the US (not the date that they will leave the foreign country).

- **FACULTY/STAFF:** The health insurance coverage offered to faculty and staff through the State of Illinois does not include coverage for medical assistance and repatriation of remains for employees traveling abroad. To bridge this gap, the University Office of Risk Management arranged for CISI to provide coverage for non-study abroad related activities. The medical evacuation and repatriation insurance can be purchased through the OBFS travel management office tmo@uillinois.edu or 217-244-8785.
- **State Department Registry:** All US citizen participants should register their trip with the US State Department here: <https://travelregistration.state.gov/ibrs/ui/>
- **Questions:** Contact OIA@uic.edu