CUNY-GO Travel Registration for Faculty and Staff

"CUNY-GO" is the international travel registration system that CUNY runs using Terra Dotta software. Terra Dotta is the software, but CUNY-GO is the system CUNY built using the software, so users (here, faculty and staff) should be referred to CUNY-GO, not Terra Dotta.

Information for faculty and staff traveling *without* students is available at http://www1.cuny.edu/sites/studyabroad/facultystaff/faculty-and-staff-travel/. This page has a button for CUNY employees to directly register their international travel with CUNY-GO, without going through the campus Study Abroad Office. CUNY-GO registration takes about 5 minutes.

At the bottom of the page, a button leads to a dedicated self-registration portal for CUNY employees.

CUNY-GO

CUNY-GO registration is only required for faculty traveling with students; however, it is recommended for faculty traveling without students. If you are traveling **without students**, you may enroll using the button below. Faculty and staff traveling with students will be registered in CUNY-GO by the office in charge of the trip (generally the Study Abroad Office).

CUNY-GO TRAVEL REGISTRATION FOR FACULTY/STAFF TRAVEL W/O STUDENTS ›

Thank you for encouraging your faculty and staff traveling abroad to participate in the CUNY-GO system. This is also a good opportunity to remind them that they are eligible to purchase CISI insurance for themselves and their dependents when traveling abroad on CUNY business (including conference travel, research, etc).

For information on enrolling in the CUNY CISI Travel Insurance plan, see reverse.

Purchasing the CUNY CISI Travel Insurance Plan:
Directions for Faculty and Staff Traveling Without Students

CUNY requires faculty and staff traveling abroad with students to obtain travel insurance through a specific plan negotiated with Cultural Insurance Services International. If you are traveling on CUNY business without students, you are also eligible for this comprehensive coverage at a special rate. Furthermore, if you are traveling with dependents, you may also insure them under this plan.

If you are leading or accompanying a study abroad program, your insurance will be arranged by your college Study Abroad office.

If you are traveling under non-program auspices, you will need to purchase insurance directly (self-enrollment). To enroll in the CUNY CISI policy, go to the CISI self-enrollment portal and use a credit card. You will need to provide a code, which you can obtain from the Study Abroad Office or international education liaison at your college. If there is any question about your eligibility, your College Provost has final authority over whether your travel qualifies as CUNY business. Typical qualifying cases without students include conference travel, research abroad, etc.

Important:
- Enrollments must be finalized at least three (3) days before your departure.
- Please note that the security benefits of the insurance policy are geographically specific and are therefore only effective if you provide a travel itinerary during enrollment.
- Please follow these instructions to procure insurance. If you go directly to the Cultural Insurance Services International website, the insurance plans you can purchase at-large (outside the CUNY group) will be more expensive and may not include the appropriate scope of coverage. The plan CUNY negotiated with CISI is extremely comprehensive, with medical coverage, medical evacuation, security evacuation, and other benefits (details here).

Dependent coverage: Dependents cannot be enrolled using the self-enrollment portal; you must complete the CUNY Dependent Enrollment Form and submit it to your College Study Abroad Office/Liaison for approval and submission to CISI. Please keep in mind that dependent enrollments may take additional time and plan accordingly.

More information on the CUNY CISI travel insurance plan, including current prices, are available at
http://www1.cuny.edu/sites/studyabroad/facultystaff/faculty-and-staff-travel/.