



International Travel Tips and Recommendations

PRESENTED BY UA INTERNATIONAL TRAVEL

JILL CALDERÓN, DIRECTOR

FEDERICO GUAJARDO, INTERNATIONAL RISK ANALYST

How Do I Get Started?

Welcome to the University of Arizona International Travel Registry

Please read the FAQs below before registering

Due to continuing international tensions, the University has suspended all travel to Israel, the West Bank, Gaza, Ukraine, Russia and Belarus until further notice.

If you have upcoming international travel, please review the CDC's [Traveler's Health website](#) prior to your departure

Please also see the UA COVID-19 Information & Resource Hub [here](#).

TRAVEL REGISTRY FAQs

Do I have to register my travel?

If you are a UA employee, student, volunteer, participant, or Designated Campus Colleague (DCC) traveling outside the U.S. 50 states on official UA business, **you are required**, under the [UA Interim International Travel Safety and Compliance Policy](#), to register your upcoming travel at least 30 days prior to departing.

Please Note: you do not need to register international travel that is purely for personal purposes.

Why do I have to register my travel?

The UA International Travel Registry facilitates compliance with federal regulations and enables rapid response and communication in an emergency (e.g. natural disasters, civil unrest, etc.).

When do I need to register my travel?

As soon as possible; at least 30 days prior to departure.

How do I get started with registering my travel?

Gather information, documents and tips listed on the *Know Before You Go Travel Checklist*.

Then, select the appropriate registration button below to initiate your registration:

- UA Faculty/Staff Travel** Select if you are a [UA faculty or staff member](#) traveling in the course and scope of UA employment or representation, regardless of possible reimbursement of travel expenses.
- Graduate Travel** Select if you are a [UA graduate student](#) traveling abroad as a UA student (e.g. conducting dissertation research, attending an academic conference, etc) **and** you are not receiving academic credit as a result of the travel (*Exceptions: see below*)
- Undergraduate Travel** Select if you are a [UA undergraduate student](#) traveling abroad as a UA student (e.g. attending an academic conference) **and** you are not receiving academic credit as a result of the travel (*Exceptions: see below*)
- Proxy Registration** Select if you are administrative staff authorized by your department to complete a travel registry on behalf of a faculty or staff member. Proxy registration is currently permitted for [traveling](#) UA faculty and staff only.

Click on the appropriate link to create a travel registration

- ▶ First, head to our Homepage: <https://ua-risk.terradata.com>
- ▶ Second, click on the appropriate registration, ensuring you have travel information (e.g., itinerary).

If you are both a graduate student and UA staff, select Faculty/Staff if you are traveling in that capacity or Graduate Travel if you are traveling as a student, including as a graduate assistant.

- ▶ Note: Proxy registrations are not permitted for UA students. Please ask students to register themselves under the appropriate registration (undergraduate or graduate travel)



Myths and Misconceptions

1. I should wait until my travel plans are confirmed before I register

- Plans change and we completely understand that!
- Please tell travelers to register as soon as they are aware of the likely potential for international travel and at least 30 days in advance if possible
- Withdrawals and itinerary changes are easy – completing a travel review in less than two weeks (especially to high-risk locations) is not.

2. I should email International Travel to see if a high-risk location would even be approved

In order to complete a risk assessment of any trip International Travel needs to weigh *all* of the details of a trip that we collect in the Registry such as;

- Traveler experience
- Local support and contacts
- Activities
- Housing
- Transportation plan, etc.

The more details a traveler can include, the quicker we can turn our review around.

3. If I'm proposing travel to a State Department Level 4 Do Not Travel location, my trip will be denied

- International Travel consults with several primary, closed and open sources as part of our review and in determining travel risk, including, but not limited to the State Department
- See last slide regarding important details that contribute to risk/risk mitigation



Frequently Asked Questions

How Do I Log Back into My Registration?

- ▶ First, head to our Homepage: <https://ua-risk.terradotta.com>
- ▶ Second, in the upper right, click on "LOGIN"
- ▶ You will then be prompted to enter your UA credentials
- ▶ Next, you'll be brought to your Travel Home Page and you will see your current registration listed at the top.
 - ▶ If you do not see this page, navigate to Applicant > Travel Registrations using the black navigation bar.
- ▶ To continue your current registration, click on the registration program (i.e. Undergraduate Student Travel)
- ▶ If your travel plans have changed and you will no longer be going abroad, you can withdraw your registration by clicking on the "Withdraw" button

ARIZONA TRAVEL REGISTRY

Staff Deadlines NON-UA LOGIN LOGIN

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KNOW BEFORE YOU GO

KNOW BEFORE YOU GO (with students)

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Year of Departure, 2020

Undergraduate Student Travel
(REG ID# 60354)

Fiscal Yr Ending: 12/31/2020

Withdraw

Itinerary:
Ayacucho, Peru (South America)
03/26/2020
07/02/2020

What If I Need to Change My Itinerary?

- ▶ If the dates of their travel change, travelers cannot edit this in their application
- ▶ Simply email [UA International Travel](#) and provide the new dates of travel.



Who should travelers, department staff or family members call in an emergency?

▶ FOR EMERGENCY MEDICAL ASSISTANCE

Local emergency services for support. To find the equivalent of "911" abroad, please refer to this [U.S. State Department reference](#).

▶ FOR EMERGENCIES RELATED TO ANY CRITICAL EVENTS:

▶ For UA Faculty/Staff *not* on a Study Abroad program:

Zurich Travel Assist Policy Number: **GTU 3032184**

From abroad call collect at **1-647-775-9044**

From the U.S. or Canada **1-800-593-8860**

▶ For evacuation assistance: World Travel Protection:

From abroad call collect at **1-416-977-0277**

From the U.S. or Canada **1-800-263-0261**

▶ For immediate security-related advice, Crisis24

Call: **+44 1202 937 401**

Text: **+44 7766 556 078**

▶ All UA Travelers:

Download Global Risk Manager app (includes security-related advice and a 24/7 emergency response button):

- [iPhone](#)
- [Android](#)



Resources for faculty and staff

- ▶ Travel Registry main page: <https://ua-risk.terrado.com/>
- ▶ Additional information on main page
- ▶ Travel registry requirements – chart explaining why we collect each piece of information in the registry:
<https://international.arizona.edu/travel/registry-requirements>
- ▶ Registry Tutorials (under construction):
<https://international.arizona.edu/travel/registry-tutorials>
- ▶ International Emergency Support
<https://international.arizona.edu/travel/international-emergency-support>

Some of these sites are under construction – we appreciate your patience!

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Q & A

WHAT QUESTIONS DO YOU HAVE OR WHAT WOULD YOU LIKE TO KNOW MORE ABOUT?



Jill Calderón, Director, UA International Travel

Federico Guajardo, International Risk Analyst

internationaltravel@arizona.edu

520-621-1063