

NYU Tandon Office of Student Activities & Resource Center

International Student Organization Travel Guidelines

The Office of Student Activities and Resource Center **must** approve all travel prior to any student or organization confirming travel, making reservations, or paying any costs. Any travel that is not approved by the OSARC could lead to consequences for your student organization, including loss of funding, inability to travel for the following year, and or de-recognition of your club.

Pre-Travel Paperwork

All student clubs and organizations are required to complete the Student Travel Request Form found on the School of Engineering OrgSync page. This **form is required** for all student organizations, and their members, who would like to travel outside of the New York City area for club related activities. This form must be **submitted at least 60 days prior to travel for international trips**. Once this is submitted, your student club **must** reach out to your Graduate Assistant Advisor or to nyuengrosarc@nyu.edu to set-up an in person meeting to review this form and NYU's travel policies as well as to make any approved travel arrangements. Once your travel is approved, each individual student who will be traveling must complete the [Off-Campus Travel Waiver and Assumption of Risk Form](#) and register their travel on [NYU Traveler](#), which must be completed at least 5 business days prior to travel.

Preparation

You are responsible for preparing for travel and making all necessary arrangements. These should include:

- *Travel and logistical arrangements* - applying for a passport and visa, purchasing a plane ticket, making living arrangements, making financial arrangements, checking in with family members, etc.
- *Insurance* - checking your health and emergency insurance coverage and purchasing any necessary supplemental insurance.
- *Health and medical* - get expert advice about any medical needs that your travel may require. NYU Student Health Center has staff that specializes in travel medicine. Some preventive treatments and vaccines must be administered weeks ahead (e.g. malaria pills), so make the appropriate appointments now. See the [NYU Student Health Travel Medicine](#) site for more information.
- *Safety* - think about what you need to ensure the safety of yourself and other participants. The [US State Department Travel Advisory](#) site is a good place to start.
- *Contact information and documentation* - make sure that you, your family, the OSARC staff and your on-site contact have all the information and documentation they need. This should include contact information, travel itineraries, copies of official paperwork such as your visa and passport, etc. As part of the Student Travel Request Form, you will be asked to provide contact information, emergency contact information, passport details, and lodging details for all participants. Please make sure to have this information available before you begin the form.
- *Preparations specific to your project* - what will you need to learn, practice, purchase, etc., before the experience starts in order to maximize the opportunity

NYU Traveler

[NYU Traveler](#) was created to provide the NYU community with tools and services for their travel needs and to help keep them safer. University-related travel may be booked or registered through NYU Traveler. Only NYU NetID holders are eligible for direct access to the NYU Traveler booking and registration tools. From this site, you can use your NYU NetID and password to book on-line reservations

for air, rail, hotel, or car with Egencia (an Expedia company), NYU's preferred travel booking tool. You can also call an agent at Egencia via the telephone number provided above. By booking through Egencia, your travel plans will be automatically registered with the NYU Traveler trip registration tool, which NYU has created to provide you with up-to-the-minute information of potential threats to your safety during your travels, and to enable NYU to get in touch with you to render aid in the event of an emergency. Choice was an important precept for us in designing this system. Therefore, you can elect to make your NYU-related travel arrangements through other means and then register your travel itinerary manually with NYU Traveler. **Please note:** registering your travel with NYU Traveler is REQUIRED as part of the NYU Tandon student club and organization travel approval process, regardless of whether you book travel through NYU Traveler or on your own.

Contact Information

Make sure you have our contact information with you and be sure to use us as points of contact: keep us updated if your plans and arrangements change, so others will be able to contact us to find out about those changes. Your Graduate Assistant Advisor will provide you with a cell phone number for a professional staff member in our office for emergencies.

Office of Student Activities & Resource Center
5 MetroTech Center, LC221, Brooklyn, NY 11201
ph: 646-997-4149 email: nyuengrosarc@nyu.edu

Please keep in mind that you are not only representing yourself, but also NYU Tandon, the greater NYU community, your country, other US volunteers, etc. Please think about what is appropriate and try to be aware of the culture around you.

International Travel – Preparation Checklist

Please read the information we have given you! Do not just read and sign the forms. Read them carefully and be sure that you understand them.

Documentation (required)

- *At least 60 days before departure:*
 - Complete OSARC Student Travel Request Form on OrgSync including a complete NYU Traveler participant registration template, which is linked to the form.
- *At least five (5) days before departure:*
 - Each participant signs and submits an Off Campus Travel Waiver and Assumption of Risk Form
 - Each participant uploads personal trip information to NYU Traveler

Additional travel forms and documents (strongly encouraged)

We strongly encourage you to make at least two (2) copies of all travel and health documents and keep one copy with you and give one to a family member or friend in the US. You may also submit a copy to OSARC with your travel waivers (not required):

- photo page of passport
- any relevant visas
- complete travel itinerary
- both sides of health insurance card

Other documentation

You may need to complete forms and paperwork for the organization you will be working with. We are happy to discuss and help if we can, but you are ultimately responsible for taking care of your own paperwork and checking ahead of time with your supervisor or on-site coordinator so you can prepare for any requirements.

Additional International Travel Information and Resources

US Smart Traveler Enrollment Program (STEP) - register on-line with the US embassy of the country you will be visiting:

<https://step.state.gov/step/>

Department of State travel pages – includes travel risk warnings, visa information, country background, links to US embassies abroad, etc.

<http://www.state.gov/travel/>

National Center for Infectious Disease – good country specific information on health risks, recommended vaccinations, and advice for avoiding illness.

<http://wwwnc.cdc.gov/travel/destinations/list>

CIA World Factbook – includes detailed country profiles

<https://www.cia.gov/library/publications/the-world-factbook/index.html>