

Faculty/Staff

Study Abroad Program Directors/Assistants:

If you are leading an ISU study abroad program, you will automatically be enrolled in CISI coverage by the Study Abroad Center or your college study abroad coordinator.

International Business Travel:

CISI is strongly recommended to ISU international business travelers (faculty, staff, graduate students, postdocs). The cost of CISI is centrally funded for faculty, staff, graduate students, and postdocs on official ISU business.

**This program does not apply to personal international travel.*

To obtain CISI coverage for international travel other than a study abroad program:

1. Approximately three weeks prior to departure, the departmental verifier must register travel through the University's requisitioning (**Web Req**) system in **AccessPlus**.
2. Following registration, the request will be routed to departmental approver for review.
3. Upon departmental approval, traveler will receive an email from CISI with the following:
 - **An insurance card**
 - **The CISI brochure with claim form**
 - **A consulate letter verifying insurance coverage** (might need for visa purposes)
 - **Access to the CISI web portal**

For questions regarding the above process, please contact Office of Risk Management at [515-294-7711](tel:515-294-7711) or email cisi@iastate.edu.

Spouse/Dependent Coverage:

Upon enrollment, optional coverage is available at the traveler's expense for accompanying spouse/domestic partner or dependents by submitting the:

[Dependent Enrollment Form](#) (also located on ISUAbroad's *Insurance Abroad* page)

Consulate Letter: If you require a letter for visa purposes before you receive your enrollment packet, you may contact the Study Abroad Center at cisi@iastate.edu to request one. For more information on visa requirements for U.S. citizens traveling abroad, see:

<https://travel.state.gov/content/visas/en.html>.