



myCSUNglobe

APPLYING FOR FOREIGN TRAVEL INSURANCE

What is myCSUNglobe?

Web-based travel registration software powered by Terra Dotta

International Travel Programs (includes Foreign Travel Insurance)

- Faculty, Staff and Student
- Study Abroad
- Faculty-led

Incident reporting

How Does It Work? <https://mycsunglobe.csun.edu>



Welcome to myCSUNglobe



Programs Staff Deadlines

NON-CSUN LOGIN/REGISTER LOGIN/REGISTER

*** ATTENTION TRAVELERS ***

STUDENTS

Search Programs

Campus Based Exchange Programs ▶

CSU IP Programs

National Student Exchange (NSE) Programs ▶

Student International Travel Registration

FACULTY/STAFF

Faculty-Led Program Proposal

Faculty/Staff International Travel Registration ▶

Faculty/Staff Resources

Essential Travel Application

REPORT AN INCIDENT

Emergency Contacts



3 Ways to Register Your Travel & Apply for Foreign Travel Insurance

Faculty/Staff International Travel Registration WITHOUT Students

Faculty/Staff International Travel Registration WITH Students

Student International Travel Registration

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Travel without Students
Travel with Students



Faculty/Staff Travel:

Travel **WITHOUT** Students

- Independent Faculty/Staff
- Non-Lead Faculty in Faculty-Led Program (prior approval from SIO)

Travel **WITH** Students

- Lead Faculty without a Program
- Lead Faculty in Faculty-Led Program
 - Must have Program Proposal and SIO approval prior to applying for insurance. Contact **Zach Helsper** at zachary.helsper@csun.edu.
 - Faculty-designed activities such as study abroad, conferences, research, site visit and training.

STUDENTS

Search Programs

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CSU IP Programs

National Student Exchange (NSE) Programs ▶

Student International Travel Registration

FACULTY/STAFF

Faculty-Led Program Proposal

Faculty/Staff International Travel Registration ▶

Faculty/Staff Resources

REPORT AN INCIDENT

Emergency Contacts

Travel without Students

Before starting your travel registration, please gather the following information:

1. Enroll in the **U.S. State Department's "Smart Traveler Enrollment Program" (STEP)** and download a copy of the profile page that lists the country and dates of your travel. If you are not a U.S. citizen, click "No" in the questionnaire to bypass this requirement.
2. Check the **U.S. State Department website** AND **CSU Risk and Management Authority (CSURMA) website** for city/state/country(ies) and all side trips you will be visiting.
3. If any of the city/state/country you will be visiting meets any of the criteria below, prepare a detailed security and safety precaution plan based on the Travel Advisory and/or Travel Alert for the respective city/state/country:
 - a. Travel Advisory Level of 3 or above (from the U.S. State Department)
 - b. "High Risk" or "War Risk" (from CSURMA)
4. For basic (non-High/War Risk) travel, allow for at least 3 weeks to process insurance request.
5. For "High Risk" destinations, plan for extra time – allow at least 8 weeks to process insurance requests as these require both the President's Office and Chancellor's Office approvals for the insurance company to bind coverage.
6. Passport information
7. **Detailed travel itinerary** (include all side trip & layover locations and dates) - Please **save form to your desktop** and use the desktop form to complete your travel information. Information will be lost if completed from the website.
8. Emergency contact information (at least 2 contacts)

For insurance coverage questions, please contact the **Risk Management and Insurance Department** at (818) 677-2333 or (818) 677-2079.

**New Travel Registration
(No Students)**

For those with a CSUN login that need to access an existing travel registration:

Access Existing Travel Registration (CSUN login)

For those with a non-CSUN login that need to access an existing travel registration:

Access Existing Travel Registration (non-CSUN login)

Faculty/Staff Travel **WITHOUT** Students:

Checklist of information/documents needed to register your travel and request insurance.

You must check the **U.S. State Department** and the **CSURMA websites** to verify if your destination(s) is "high risk" or not. (Item #2)

Please note the timelines in #4 and #5.

Please save International Travel Daily Itinerary form (Item #7) to your desktop first and complete it from there.

Once you have gathered all of this information/documents, click on the "New Travel Registration" button.

*** ATTENTION TRAVELERS ***
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CSU IP Programs
National Student Exchange (NSE) Programs ▶
Student International Travel Registration
FACULTY/STAFF
Faculty-Led Program Proposal
Faculty/Staff International Travel Registration ▶
Faculty/Staff Resources
REPORT AN INCIDENT
Emergency Contacts

Travel with Students

If you will be traveling with students and they will be receiving course credits for this trip, please gather the information below before starting your travel registration. Advise your students and other participants to do the same.

1. Enroll in the **U.S. State Department's "Smart Traveler Enrollment Program" (STEP)** and download a copy of the profile page that lists the country and dates of your travel. If you are not a U.S. citizen, click "No" in the questionnaire to bypass this requirement.
2. Check the **U.S. State Department website** AND **CSU Risk and Management Authority (CSURMA) website** for city/state/country(ies) and all side trips you will be visiting.
3. If any of the city/state/country you will be visiting meets any of the criteria below, prepare a detailed security and safety precaution plan based on the Travel Advisory and/or Travel Alert for the respective city/state/country:
 - a. Travel Advisory Level of 3 or above (from the U.S. State Department)
 - b. "High Risk" or "War Risk" (from CSURMA)
4. For basic (non-high risk, non-war risk) travel, allow for at least 3 weeks to process insurance request.
5. For "high risk" destinations, plan for extra time – allow at least 8 weeks to process insurance requests as these require both the President's Office and Chancellor's Office approvals for the insurance company to bind coverage.
6. Passport information
7. **Detailed travel itinerary** (include all side trip & layover locations and dates) - Please **save form to your desktop** and use the desktop form to complete your travel information. Information will be lost if completed from the website.
8. Participant List ([click here to download template](#))
9. Course Syllabus
10. Emergency contact information (at least 2 contacts)

For insurance coverage questions, please contact the **Risk Management and Insurance Department** at (818) 677-2333 or (818) 677-2079.

New Travel Registration (w/Students)

For those with a CSUN login that need to access an existing travel registration:

Access Existing Travel Registration (CSUN login)

For those with a non-CSUN login that need to access an existing travel registration:

Access Existing Travel Registration (non-CSUN login)

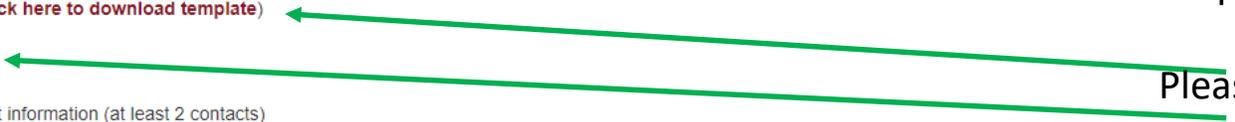
Faculty/Staff Travel **WITH** Students:

Checklist of information/documents needed to register your travel and request insurance.

Faculty-Led Programs must have Program Proposal and prior approval from SIO.

Please note 2 additional items required.

- Participant List
- Course Syllabus



*** ATTENTION TRAVELERS ***

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Student Travel:

- Independent Student
- Study Abroad
- Faculty-Led Program/No Program

*** ATTENTION TRAVELERS ***	
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FACULTY/STAFF	
Faculty-Led Program Proposal	
Faculty/Staff International Travel Registration	▶
Faculty/Staff Resources	
REPORT AN INCIDENT	
Emergency Contacts	

Student International Travel Registration

Please register here if you are traveling independently. Before starting your travel registration, please gather the following information:

1. Enroll in the **U.S. State Department's "Smart Traveler Enrollment Program" (STEP)** and download a copy of the profile page that lists the country and dates of your travel.
2. Check the **U.S. State Department website** AND **CSU Risk and Management Authority (CSURMA) website** for city/state/country(ies) and all side trips you will be visiting.
3. If any of the city/state/country you will be visiting meets any of the criteria below, prepare a detailed security and safety precaution plan based on the Travel Advisory and/or Travel Alert for the respective city/state/country:
 - a. Travel Advisory Level of 3 or above (from the U.S. State Department)
 - b. "High Risk" or "War Risk" (from CSURMA)
4. For basic (non-high risk, non-war risk) travel, allow for at least 3 weeks to process insurance request.
5. For "high risk" destinations, plan for extra time – allow at least 8 weeks to process insurance requests as these require both the President's Office and Chancellor's Office approvals for the insurance company to bind coverage.
6. Passport information
7. **Detailed travel itinerary** (include all side trip & layover locations and dates) - Please **save form to your desktop** and use the desktop form to complete your travel information. Information will be lost if completed from the website.
8. Emergency contact information (at least 2 contacts)
9. If you are requesting your campus department to reimburse your travel (either full or partial), complete the **Travel Approval Request Form** and obtain the following approval signatures before proceeding with your application on this site:
 1. Department Chair
 2. Financial Approver
 3. Dean/Director

For insurance coverage questions, please contact the **Risk Management and Insurance Department** at (818) 677-2333 or (818) 677-2079.

[New Travel Registration](#)

For those with a CSUN login that need to access an existing travel registration:

[Access Existing Travel Registration \(CSUN login\)](#)

For those with a non-CSUN login that need to access an existing travel registration:

[Access Existing Travel Registration \(non-CSUN login\)](#)

Student Travel:

Checklist of the information/ documents needed to register your travel and request insurance.

You must check the **U.S. State Department** and the **CSURMA websites** to verify if your destination(s) is "high risk" or not. (Item #2)

Please note the timelines in #4 and #5.

Please save International Travel Daily Itinerary form (Item #7) to your desktop first and complete it from there.

Once you have gathered all of this information/documents, click on the "New Travel Registration" button.

Your Home Page : Available Program Terms

To create your application, build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button.. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Travel Date From:

Travel Date To:

Location: Find location:

- Aalborg, Denmark (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Acton, United States (North America)
- Addis Ababa, Ethiopia (Africa)
- Agoura Hills, United States (North America)
- Agra, India (Asia)
- Ahmedabad, India (Asia)
- Aix-en-Provence, France (Europe)
- Aksum, Ethiopia (Africa)
- Al Ain, United Arab Emirates (Middle East)
- Al Bussaybi, Oman (Middle East)

Add to Itinerary

Next Cancel

Welcome to the Travel Registration

You will begin by entering your travel itinerary from when you depart until your return to Los Angeles.

Enter corresponding Arrival and Departure dates for each destination city. List all cities, including Los Angeles (departure/arrival). Layovers and side trips may be added at a later time when your flights have been finalized.

Click "Add to Itinerary" after you enter each city.

When you've finished adding the last city, click "Add to Itinerary" and then "Apply" to complete this item.

You will be sent to the Program Application Page.

Faculty/Staff International Travel (No Students) - Year (Calendar), 2020 myCSUNglobe CSUN



Start date: 09/04/2020

End date: 09/07/2020

[View program](#)

▲ Requirements 8

📅 Itinerary

📄 Documents

Instructions ×

Please complete all required sections of the Travel Registration listed below to register your travel and apply for foreign travel insurance. In order to complete each requirement, click 'Done' or 'Sign' and move to the next item. If you click 'Save', it will save the information that you have entered thus far, but the application item will not be submitted until you click 'Done'.

Make sure to list all cities, including layovers and side trips, for your whole trip in the International Travel Daily Itinerary form and in the Itinerary tab of this application page. This is required by insurance and will greatly assist our staff to find you in case of an emergency.

Once the progress circle is complete, please click on the SUBMIT button that will appear at the top of this page. Your application will be reviewed and will proceed through the approval process. When your application is approved and insurance is bound, you will receive an email with your insurance information.

REMINDER: For basic travel, allow at least 3 weeks to process your insurance request. For High/War Risk travel, allow at least 8 weeks to obtain approvals (President's and Chancellor's) and process your insurance request.

For further questions, please email the Risk Management Department at mycsunglobe@csun.edu or call (818) 677-2333 | (818) 677-2079.

Get Started!

Online application

- 📄 Faculty Class Coverage
- 📄 Faculty/Staff/Student International Travel
- 📄 International Travel Daily Itinerary
- 📄 STEP Enrollment (TR)
- 📄 Travel Documentation
- 📄 Travel Risk Assessment
- 📄 CSUN Emergency Guidelines for International Activities
- 📄 Health & Safety Abroad Informational Videos

Completed requirements

Type	Name	Date Submitted	Actions

Welcome to the New Program Application Page

This is the main page outlining all of the information/documentation needed to submit your application.

Itinerary Tab

- Each destination city/country you initially entered will be listed in this Itinerary page.
- You can add and delete destinations.

Requirements Tab

- Please read and follow the **Instructions**.
- Each item under **Online application** is required and contains links to information to view/read or questionnaires to be completed.
- Once items are completed, it will then be listed under **Completed requirements**.
- Click on the "Get Started!" button to begin application.

Instructions

Please complete all required sections of the Travel Registration listed below to register your travel and apply for foreign travel insurance. In order to complete each requirement, click "Done" or "Sign" and move to the next item. If you click "Save", it will save the information that you have entered thus far, but the application item will not be submitted until you click "Done".

Make sure to list all cities, including layovers and side trips, for your whole trip in the International Travel Daily Itinerary form and in the Itinerary tab of this application page. This is required by insurance and will greatly assist our staff to find you in case of an emergency.

Once the progress circle is complete, please click on the SUBMIT button that will appear at the top of this page. Your application will be reviewed and will proceed through the approval process. When your application is approved and insurance is bound, you will receive an email with your insurance information.

REMINDER: For basic travel, allow at least 3 weeks to process your insurance request. For High/War Risk travel, allow at least 8 weeks to obtain approvals (President's and Chancellor's) and process your insurance request.

For further questions, please email the Risk Management Department at mycsunglobe@csun.edu or call (818) 677-2333 | (818) 677-2079.

Online application

- Faculty Class Coverage
- Faculty/Staff/Student International Travel
- International Travel Daily Itinerary
- STEP Enrollment (TR)
- Travel Documentation
- Travel Risk Assessment
- CSUN Emergency Guidelines for International Activities

Please click the link and read the [CSUN Emergency Guidelines for International Activities](#). You can also [download a pdf version](#) for your convenience.

After thoroughly reviewing the guidelines, please sign this document to confirm that you understand and agree to adhere to these guidelines. Questions? Please contact the Insurance and Risk Management Department via email (mycsunglobe@csun.edu) or phone (818- 677-2333 or 818-677-2079).

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Sign

Once you complete an item and click "Done", it will cascade up to close and a green circle with a check mark will appear next to it. Then a new item will cascade down to open.

A progress circle will appear at the top of the page to show how many items are still needed to complete your application.

***** Save your information often. Click "Done" to submit final responses and complete the item.**

All documents, such as the one sampled here, that need to be digitally signed can be done by clicking the "Sign" button. This acknowledges that you have read and understand these procedures.

International Travel Daily Itinerary

1) International Travel Daily Itinerary (REQUIRED)

1. Download the [International Travel Daily Itinerary Form](#) and save on your computer. 2. Complete all items in the International Travel Daily Itinerary Form (include side trips & layovers). 3. Save the form again. 4. Upload the form on this site.

Drag/drop file here to upload or click to

Browse

2) International Travel Daily Itinerary - Additional Upload 1

Drag/drop file here to upload or click to

Browse

3) International Travel Daily Itinerary - Additional Upload 2

Drag/drop file here to upload or click to

Browse

4) International Travel Daily Itinerary - Additional Upload 3

Drag/drop file here to upload or click to

Browse

5) International Travel Daily Itinerary - Additional Upload 4

Drag/drop file here to upload or click to

Browse

Save

Done

International Travel Daily Itinerary

The link to the form is included in the questionnaire.

Please save the form to your desktop, and use the desktop version to complete your travel information. Information will be lost if completed directly from the website.

List all destination cities, including Los Angeles (departure/arrival). Layovers and side trips may be added at a later time when your flights have been finalized. You may group dates according to each city as necessary.

Upload your completed form by dragging/dropping file or clicking the "Browse" button inside the first blue box.

Click "Done" to complete this item.

(Sample Form Next Slide)

Please save form to your desktop and use the desktop form to complete your travel information. Info will be lost if completed from website.

INTERNATIONAL TRAVEL DAILY ITINERARY

Traveler's Name: John Doe Dates of Travel: 7/1/20-8/1/20

College/Department: Humanities

Destination (ALL cities in main trip, side trips and/or layovers): Miami, FL (layover) / Quito & Santo Domingo, Ecuador



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Date(s)	City, Country	Airport	CSUN Activity/Purpose or PERSONAL	Primary Mode of Transportation
7/1/20	Los Angeles, CA	LAX	Travel (Depart)	Plane
7/1/20	Miami, FL	MIA	Travel (Arrive)	Plane
7/2/20	Quito, Ecuador	UIO	Travel (Arrive)	Plane
7/3-7/5/20	Quito, Ecuador		Conference/Meeting	Taxi/Rideshare
7/6-7/7/20	Santo Domingo, Ecuador		PERSONAL	Train
7/8/20	Quito, Ecuador	UIO	Travel (Depart)	Plane
7/9/20	Miami, FL	MIA	Travel (Arrive)	Plane
7/9/20	Los Angeles, CA	LAX	Travel (Arrive)	Plane

Complete this section if traveling to a High Risk destination. High Risk is level 3 or 4 per the [US State Department Travel Advisory website](#) or is on the [CSURMA warning list](#).

Lodging Name	Lodging Address	Lodging Phone
Wyndham, Quito Airport Hotel	Parroquia Tababela SN Via A Yaruqui, Quito 170183, Ecuador	+593 2-395-8000
Wyndham, Quito Airport Hotel	Parroquia Tababela SN Via A Yaruqui, Quito 170183, Ecuador	+593 2-395-8000
Grand Hotel Santo Domingo	Calle Toachi 680 y Galapagos, Santo Domingo 080259 Ecuador	+593 2-276-7948

SAMPLE

rev: 8/26/20

1) Travel Advisory Level of Destination(s) (REQUIRED)

Check the [U.S. State Department Travel Advisory website](#) for the travel advisory level of any of your destinations. Select the highest travel advisory.

2) Travel Advisory for the City or State of Destination (REQUIRED)

Are the travel advisory levels of any of your destination cities or states differ from the country's overall travel advisory level? If yes, please indicate the cities or states and the corresponding travel advisory level(s) in the space provided.

Yes No

3) CSURMA Travel Warning List (REQUIRED)

Check the [CSURMA Warning List](#). Are any of the countries indicated on your itinerary currently on the CSURMA warning list?

Yes No

4) Travel Advisory Security and Safety Precaution Plan (REQUIRED)

If any of your destinations (a) has Travel Advisory level of 2, 3 or 4; OR (b) listed in the CSURMA list as high hazardous or war-risk destinations, describe the extra security and safety precautions you will take per [guidance of the U.S. State Department](#). Please provide DETAILED responses below. You can use the following questions as guides for your responses: a. Have you traveled to this destination before? Describe your knowledge about this destination as it relates to safety and security. b. Do you speak the language? c. What are the travel safety and security warnings and recommendations of the U.S. State Department regarding your destination and how do you plan to address these? d. What safety precautions would you take when using transportation in your destination?

Rich text editor with toolbar (bold, italic, underline, list, link, unlink, image) and a large text area.

5) What health precautions would you take based on CDC's recommendations for your destination? (REQUIRED)

Please check the [Centers for Disease Control and Prevention \(CDC\)](#) for pertinent travel health notices.

Rich text editor with toolbar (bold, italic, underline, list, link, unlink, image) and a large text area.

Save

Done

Travel Risk Assessment

Your responses are very important.

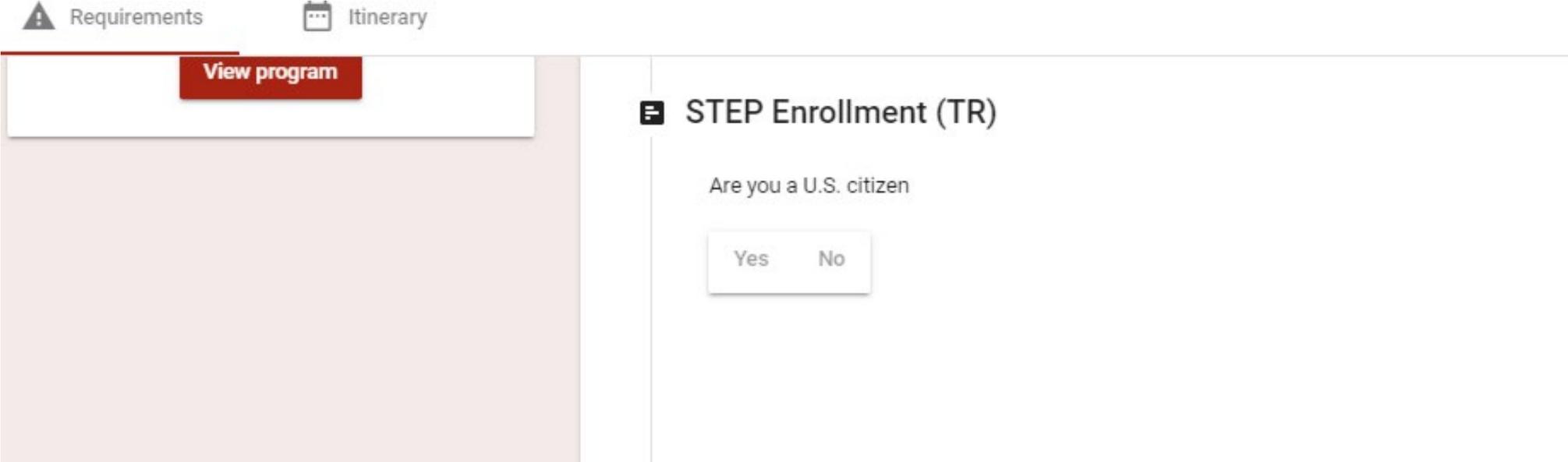
The Provost and the President will be confirming you have read the US State Department's alerts regarding your destination(s).

If you have multiple destinations, select the "highest" travel advisory.

If your destination(s) is "High Risk" (Travel Advisory Level 2-4 with Alerts), your description should address in detail your proposed actions to avoid and/or mitigate your risks while traveling. **Do Not copy the example.** Response needs to be in your own words.

***** Save your information often. Click "Done" to submit final responses and complete the item.**

STEP Enrollment – The **Smart Traveler Enrollment Program (STEP)** is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.



If you are not a U.S. Citizen you will not be able to register with the U.S. State Department. Please click “No”. You will be returned to the main application page, and this questionnaire will be marked as “N/A”.

If you are a U.S. Citizen click “Yes”, and you will be taken to the next page.

View program

STEP Enrollment (TR)

1) STEP Enrollment (REQUIRED)

1. Enroll in the U.S. State Department's "Smart Traveler Enrollment Program" (STEP). 2. Attach confirmation of your enrollment by uploading the PROFILE PAGE that lists the country and dates of your travel.

Drag/drop file here to upload or click to

Browse

Save

Done

STEP Enrollment

If you haven't already registered for STEP, click on the link for U.S. State Department's "Smart Traveler Enrollment Program" (STEP) to register in this program.

Save your profile page with your upcoming trip information as a pdf. Then upload your profile page by dragging/dropping your file or clicking "Browse" inside the blue box. This is your proof for the Provost and President.

Click "Done" to complete this item.

(Sample STEP Profile Page Next Slide)



Smart Traveler Enrollment Program

A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State



Welcome, Cyndi Paull

SAMPLE

Profile Information



Traveler Information [Edit Profile](#) [Change Password](#)

First Name: Cyndi
Last Name: Paull
Email (Primary): cinders356@aol.com
Phone:
Emergency Contact: Lisa Telles

Existing Trips/Residences Abroad

France - 09/01/2018 to 09/08/2018

[Edit](#) [Delete](#)

Must show your upcoming travel destinations & Dates.

[Add a Trip/Residence Abroad](#)

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary documents, providing the information or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a valid Office of Management and Budget (OMB) number. If you have comments on the accuracy of this burden estimate or recommendations for reducing it, please send them to: Bureau of Consular Affairs, Overseas Citizens Services (CA/OCS/PMO), U.S. Department of State, SA-17, 10th Floor, Washington, DC 20036.

You have completed all the current requirements for this application. It is ready to be submitted to the office.

[Submit your application](#)

Show Instructions ▾

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Online application

- ✓ International Travel Daily Itinerary
- ✓ STEP Enrollment (TR)
- ✓ Travel Documentation

Not applicable.

Completed requirements

Type	Name	Date Submitted	Actions
	Travel Risk Assessment	06/17/2020	

Completed Application

Once all the listed items are completed, the progress circle will be full.

Click “Submit your application” button that will appear at the top of the page.

You will receive the following message:

Thank you for registering your travel and submitting your application for foreign travel insurance. We will review your application and will contact you via email once insurance is obtained or if we have additional questions and/or requirements. As a reminder, for Basic travel, allow at least 3 weeks to process your insurance request. For High/War Risk travel, allow at least 8 weeks to obtain approvals (President's and Chancellor's) and process your insurance request. For further questions, please email the Risk Management Department at mycsunglobe@csun.edu or call (818) 677-2333 | (818) 677-2079. 09/02/2020

Your application will now go through the approval process, and you will be notified via email when insurance coverage has been bound.

To Access Your Application

After log in, the Applicant Home Page should show up.

If not, click on the house icon in the navigation bar. Click “Applicant” in the drop down menu.

This will take you to the Applicant Home Page. From here, you can access your past and current applications by clicking anywhere inside the gray the box that lists your application.

Welcome to the NEW Applicant Home Page

Applicant home myCSUNglobe CSUN

Applications Profile Message center

WELCOME TO THE APPLICANT HOME PAGE

If you are new to myCSUNglobe or would like to search for a program, you can get started through **Program Discovery** or by clicking on the **Find program** button. You can also see a general listing of program types by visiting the website's home page [here](#). If you have an existing application, it will be listed below for you to access and/or complete as necessary.

Should you have any questions regarding a program/application or concerns with navigating this website, please reach out to the appropriate contacts below:

International and Exchange Student Center
Eleanor Wolgast – eleanor.wolgast@csun.edu
Campus-Based Exchange, CSU IP and National Student Exchange Programs
Rebecca Spector – rebecca.spector@csun.edu
Campus-Based Exchange, CSU IP and National Student Exchange Programs

myCSUNglobe and Foreign Travel Insurance Program (FTIP)
Dinah Garcia – myCSUNglobe@csun.edu
FTIP Coordinator

Office of the Senior International Officer (SIO)
Zach Helsper – zachary.helsper@csun.edu
Faculty-led Programs: including international academic field trips with students
Third-Party Providers

Adventure awaits you, MATADOR!

Find program

Applications Tab

- Lists past/current applications
- Search/apply for Programs

Profile Tab

- Pre-populates with your information from CSUN database

Message Center Tab

- Lists all emails received

Approval Process

- All Applications will be initially reviewed by Risk Management. If any information/documents are missing, incomplete or inappropriate, Risk Management may return the application to the traveler. (This may delay your approval time.)
- After the initial review by Risk Management, your application will be sent to the Dean/Director (Academic Affairs, Athletics, DPS) or Division VP Initial Reviewer.
- After the Dean/Director approves or the Division VP Initial Reviewer reviews your application, it will be sent to the Division VP for approval.
- If your application is to a high risk/war risk destination, your application will be sent to the University President (high risk) and to the Chancellor's Office (war risk) for approval.
- TIMELINE – 3 weeks for Basic Low Risk Travel
8 weeks for High/War Risk Travel

Important Things to Remember

- All questions must have a response. We are unable to accept TBD.
- The International Travel Daily Itinerary form and application's Itinerary tab must list all destinations, including Los Angeles (departure/arrival). Layovers and side trips may be added at a later time when your flights have been finalized.
- Use your desktop version of the International Travel Daily Itinerary form. Do not complete the form directly from the website. Info will be lost.
- Please do not copy the “examples” word for word in the Risk Assessment. Responses need to be in your own words.
- All travels related to a Faculty-Led Program must have Program Proposal and SIO approval prior to applying for insurance. Contact Zach Helsper at zachary.helsper@csun.edu.
- If any of your responses are not sufficient or deemed inappropriate, your application may be returned to you for modification and will delay the approval process.

Contact Information:

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