

UAR NUMBER: 126.01

TITLE: Faculty International Identification Cards and Medical Insurance

ORIGINATOR: Executive Vice President for Academic Affairs

INITIAL ADOPTION: 4/14/99

REVISION DATES:

PURPOSE: To outline procedure for faculty traveling abroad for academic purposes to apply for the CIEE International Identification Card.

PROCEDURAL REFERENCES:

SCOPE (Who is covered by this UAR?): Morehead State University Students

DESCRIPTION:

Purpose: All Morehead State University faculty traveling abroad for academic purposes are eligible to apply for the CIEE International Identification card available through the Office of International Education and Support Services. Medical insurance that is provided with this card fulfills minimum basic requirements for accidents, sickness, accidental death or dismemberment, emergency evacuation and repatriation. Additional benefits such as reduced admission costs to museums, etc. are described in the information booklet that will be received with the identification card.

Procedure: The identification card will be issued according to the following procedure at no cost for faculty who are participating in a MSU-sponsored study abroad or cultural enrichment program that is job related. For all other faculty, the cost of the card will be \$20/year.

The procedure for obtaining the international identification card is as follows.

1. Five (5) weeks prior to the scheduled departure date, the faculty member will notify the Director of International Education of the need for the card, destination and scheduled departure date.
2. The Director of International Education will notify Support Services. The request for payment of the card for those faculty eligible will be initiated.
3. The application for the international ID card will be forwarded to the Director who will distribute to the faculty member.
4. Three (3) weeks prior to the scheduled departure date, the faculty member will forward to the Director of International Education the following:
 - a. completed application form,
 - b. receipt from the MSU cashier documenting payment of the \$20 application fee, if applicable and
 - c. one (1) passport-sized photo taken within the past year.

5. All required materials will be submitted to Support Services. The completed international ID cards will be returned to the Director of International Education for appropriate distribution.