

**UAR NUMBER:** 127.01

**TITLE:** Student International Identification Cards and Medical Insurance

**ORIGINATOR:** Executive Vice President for Academic Affairs

**INITIAL ADOPTION:** 4/14/1999

**REVISION DATES:**

**PURPOSE:** To outline procedure for students participating in MSU-sponsored study abroad programs to purchase the CIEE International Identification Card.

**PROCEDURAL REFERENCES:**

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

**DESCRIPTION:**

**Purpose:** All Morehead State University students participating in MSU-sponsored study abroad programs are required to purchase the CIEE International Identification card unless a comparable or better insurance program can be documented. 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 procedure for obtaining the international identification card is as follows.

1. Five (5) weeks prior to the scheduled departure date, the individual administratively responsible for the University sponsored international travel will provide the Director of International Education with the estimated number of students who will be participating in the trip and the departure date.
2. The Director of International Education will notify Support Services of the estimated number of cards needed and the scheduled departure date.
3. Applications for the international ID card will be forwarded to the Director who will distribute to the program administration.
4. Three (3) weeks prior to the scheduled departure date, the program administrator will collect from all participating students and 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,
  - 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.