International Travel Registry

Note: The international travel registry is not for students receiving credit for study abroad, medical electives, international internships, service-learning programs, or independent study. Please do not submit your information on this online form if you are receiving some type of credit for your experience abroad. Contact the Education Abroad office at 804-827-7882 or abroad@vcu.edu if you have specific registration questions.

1. Go to https://vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11091&Type=R
2. Make sure the link sent you to the correct program page. The Program Brochure page should clearly state the type of study abroad program (For example, International Travel Registry) and provide a brief description.
3. Click on the "Apply Now" button towards the top of the page.

4. Click "yes" to start an application.
5. Select "yes" to indicate that you do have a VCU eID and password
6. Log into the VCU portal with your eID and password
7. Select the time period that you will study abroad.
8. Select the location of your program. (Note: If your program's city cannot be found, please indicate the nearest city. Remember to indicate the actual location on the application questionnaire.)
9. Enter the dates of your program.
10. Proceed to the "Program Application Page"

Program Application Page (Pre-Decision)

Simulated User	
Program:	**International Travel Registry**
Term/Year:	Fall, 2013
Deadline:	12/31/2013
Dates:	TBA

Application Questionnaire(s)

Click the following to view and complete the questionnaire(s) listed below. You may begin a questionnaire and save it for later completion, but note that you must click the "Submit" button in order for the questionnaire to be logged as complete and ready for review. Important: Once you click the "submit" button you will not be able to make changes to your responses.

Title	Received
International Travel Registry	☐

Required Reading

Click the following to view, read, and mark these required reading pages as having been read.

Title	Received
International Student Identity Card	☐
Smart Traveler Enrollment Program (STEP)	☐
VCU Student Health Services	☐

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding. In order to digitally sign documents, you must be at least 18 years of age or older and must indicate your birth date in the profile section of the online application. In order to return to the profile section, click "Applicant Home" at the top of this page and then click "Edit Profile." Please pay careful attention to the birth date you enter. Important: Once you have indicated your birth date, you will not be able to change it.

Title	Received
Agreement and Release for the Registry	☐
Data Review and Storage Acknowledgement	☐

11. Answer the "International Travel Registry" questionnaire.
12. Digitally sign the "Agreement and Release" and "Data Review and Storage Acknowledgement."
13. Read the "Required reading" and confirm that you have read information.
14. Once the check marks appear in the "Received" column for the Application Questionnaire(s), Required reading, and Signature Documents, you have successfully completed the online travel registry.
15. Please note if you would like to receive an International Student Identity Card (ISIC) or an International Teacher Identity Card (ITIC) you must complete the ISIC form on our website and pay the ISIC fee (https://www.pubapps.vcu.edu/global/payment/payment.aspx?id=3).