

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.

The screenshot shows a web page titled "Programs > Brochure". Below the title is a blue header bar with the text "Programs : Brochure" and a "Hide Tips" button. A red question mark icon is followed by a message: "This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options." Below this message are several buttons: "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search".

The main content area has a blue header bar with the text "International Travel Registry". Below this is a table with two columns. The left column is labeled "Program Terms:" and contains a list of academic years: "Academic Year:", "Fall", "Spring", "Spring Break", "Summer", and "Winter". The right column contains two buttons: "Apply Now" and "Print".

Below the table is a section labeled "Program Dates & Deadlines:" with a link "Click here to view".

Below that is a section labeled "Program Description:". It contains a note: "Note: The international travel registry is not for students receiving credit for study abroad, medical electives, international internships, service-learning programs, or an 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 if you have specific registration questions." Below the note is a paragraph: "The VCU Global Education Office (GEO) provides a secure website within Studio Abroad for faculty, staff, and students to record their international travel plans. The travel registry will enable our office to collect, centralize and, when necessary, distribute information about international endeavors for the VCU community. GEO will serve as one centralized source for contact information in case of an emergency abroad involving a member of the university community." Below the paragraph is another paragraph: "In the interest of the safety of VCU faculty, staff and students, travel registration with the Global Education Office is required for all individuals engaged in VCU-related travel abroad. GEO will ensure that all registered travelers receive necessary health and safety pre-departure information as well as international insurance coverage." Below the paragraph is a paragraph: "Please click 'apply now' at the top of the page to register your international travel plans with VCU. GEO has provided instructions for completing the international travel registry." Below the paragraph is a section labeled "Frequently Asked Questions:". It contains two questions: "What are the benefits of the Travel Registry?" and "Who is required to register?".

On the left side of the page, there is a vertical sidebar with the text "Education Abroad on:".

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”

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>).