

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 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" for the "International Travel Registry". At the top, there is a blue header with the text "Programs : Brochure" and a "Hide Tips" button. Below the header is a red question mark icon and 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 with the text "International Travel Registry". Below this header is a table with two columns. The left column is labeled "Program Terms:" and lists "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 bolded 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 that 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 that is a third 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 that is a section labeled "Frequently Asked Questions:" with the question "What are the benefits of the Travel Registry?". Below the question is a paragraph: "The international travel registry will help VCU to communicate urgent health, safety, and security related information to you. In addition, individuals on university sponsored events, who are registered in the international travel registry, will have access to VCU approved international health insurance." Below that is the question "Who is required to register?".

On the left side of the screenshot, there is a vertical label "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”

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	<input type="checkbox"/>

Required Reading	
Click the following to view, read, and mark these required reading pages as having been read.	
Title	Received
International Student Identity Card	<input type="checkbox"/>
Smart Traveler Enrollment Program (STEP)	<input type="checkbox"/>
VCU Student Health Services	<input type="checkbox"/>

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	<input type="checkbox"/>
Data Review and Storage Acknowledgement	<input type="checkbox"/>

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 not 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 (<http://global.vcu.edu/abroad/students/travel/passport/>) and pay the ISIC fee (<https://www.pubapps.vcu.edu/global/payment/payment.aspx?id=3>).