As part of the MSU International Travel Policy, all university affiliated international travel must be registered. This guide will walk you through the steps for registering your international travel online through the MSU My Global Connection portal. Currently, every traveler must submit their own travel registration as our system is not yet ready for proxy, or substitute, registration. Note: The MSU International Travel Registry is managed and maintained by the MSU Office of International Programs Study Abroad unit through the MSU My Global Connection portal.

Before you begin, collect the following material for a smooth and quick registration process:

- Complete itinerary
- Emergency contact information
- A clear, color scan of the biographical page of your valid passport
- Front and back scan of your insurance card

To begin, go to the Resources for International Travel at:

http://www.montana.edu/policy/international_travel/resources/index.html

Step 1: From the Resources for International Travel website, there are three links to reach the online travel registry portal: on the upper left of the page, in the middle of the page, or under the drop down section for Faculty and Staff International Travel.

Questions? Contact the MSU Bozeman Office of International Programs

+1 406.994.7151 or studyabroad@montana.edu

http://www.montana.edu/policy/international_travel/resources/index.html

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You will be taken directly to the International Travel Registry page.

Click “Register Your International Travel”

On the next screen, select “I have a MSU NetID and password.”

All MSU students, faculty and staff will be directed to login with their MSU NetID and password.
Step 2:
The next screen is the full travel registration page. Your basic information that you’ve entered will be listed first, followed by three fields that must be answered.

The first is your university ID number. This is typically your University G.I.D., or GID and is your employee or student number. It is the one that starts with the dash.

Using the dropdown menu on the next field, select your role at the university: faculty, staff, undergraduate or graduate student.

The final dropdown will have you enter which MSU campus you are affiliated with: Billings, Bozeman, Great Falls, or Northern.
Step 3:

As you **scroll down**, the following sections will ask for your **current and permanent address**.
Step 4:

The next section is your emergency contact. This should be a contact that is located in the U.S. who is not traveling at the same time.

The final address you need to provide is your location abroad. This can be a hotel, private residence, or other type of accommodation for the location you will be at. If possible, please provide the phone number where you can be reached at any time.

If you do not yet have the address of where you will be abroad, you may enter this information at a later date by logging in and editing your information.
Step 5:

Moving down the page, the next area is where you will enter your itinerary. The first date should be your departure date from the U.S. You can manually enter the date in the format indicated, or you can select the calendar icon to view the dates to select.

The second date is when you will be leaving that location or when you will be returning to the U.S., depending on if you are visiting more than one country. Again, you can manually enter the date or select from the calendar.

Step 6:

Once you’ve entered the dates of travel, you will need to enter the location. You can choose from the list of locations given in alphabetical order, or you can use the “Find Location” search feature above. As you type the name, the list will be filtered to the locations matching the name, at which point you can highlight the location.

The location list is not exhaustive, and you may be traveling to a location not previously entered in the system. If this is the case, the list will disappear and you will need to click “Search” to find the location. The search will pull from a larger database and library of locations and results may take a few moments to appear. You can then choose from the list generated. Note: If no results are found, you must enter the next nearest location to where you will be during your travel.
Step 7:

Once you have found your location, **click add to itinerary**. The itinerary information will then appear at the top of the section. If you’ve entered the information incorrectly, you are able to simply **delete the itinerary by clicking the red X**. (if applicable)

If you are traveling to **more than one location** on your trip, you can enter as many locations as you need by following the same steps. Enter the next dates, and location, **click add to itinerary**, and the new location will appear along with the previously entered.

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Step 8:

Continue to the next section where you will provide a copy of your insurance card. This is a requirement of the MSU international travel policy. If you are covered under MUS benefits, you will have the minimum amount of travel insurance necessary to be in compliance with the travel policy and can upload a copy of that insurance information. If you are not covered under MUS benefits, please review the insurance guidelines under the Resources for International Travel website for information on insurance coverage.

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Step 9:
A dialogue box will appear where you can retrieve the document from your computer. **Click the “browse” button** to find the file located on your computer.

When you find the document, it will on the dialogue box. **Click submit to upload the document.** If it’s been uploaded properly, the document will appear in the text box of the section.

Step 10:
You will need to need to elect “Yes” or “No” for each question under the MSU International Travel Policy Requirements section. If you elect “Yes” you will need to provide additional relevant information.
Step 11: In the final section, you will enter your passport information and upload a clear, color copy of the biographical page of your passport. When entering the information, please enter it exactly as it appears on your passport.

The same process as the insurance card will be used to upload a copy of your passport.

Click on the folder icon first. The document will appear in the text box when it is uploaded.

Step 12: When you have entered all the required information, click the submit button at the bottom of the page. A dialogue box will confirm that it’s been accepted. Click okay and you will be taken to your travel home page within the travel registration system. My Global Connection.
Step 13: On this page, you will see the International Travel Registration you've just submitted (and any others previous submitted if logging in again). Your profile information is also displayed. If anything needs to be updated, you can click “Edit Profile” and re-enter any information, including updating your address and emergency contact information.

Step 14: To view your itinerary, click the “International Travel Registration” link. This will display your itinerary. If your plans have changed, you can delete a record using the red x button, or can edit the dates using the pencil icon to the right of the location. If you need to add more locations, you can click “add new itinerary record” and a new itinerary submission will appear.
Every time you submit a new travel registration, you will receive an automated confirmation email that confirms your itinerary. It is your responsibility to update your itinerary should your plans change at any point. You can access your account any time directly from the MSU Bozeman Study Abroad website by using the left navigation link “My Global Connection Login.”