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 via our online software. Currently, every traveler must submit their own travel registration as our system is not yet ready for proxy, or substitute, registration.

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
- A 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 two links to reach the online travel registry portal: on the upper left of the page, or under the drop down section for Faculty and Staff International Travel.

Once clicked, you will be taken directly to the International Travel Registry.
Step 2:
To begin your registration, click on “Register Your International Travel” for a One-Step registration process. You will need your complete itinerary, a scan of your passport, and a front and back scan of your insurance card. If you have all of the material gathered when you begin, this registration process should only take 10 to 15 minutes for completion.

Step 3:
If you have never registered travel before, you will need to first create an online account.

If you have already created an account, skip to Step 7.

To start, you do not have login credentials and should select “I do not have login credentials to this site” and then click submit.
Step 4:
You will then need to indicate if you are registered, or affiliated, with any of the MSU campuses by selecting “I am registered at or affiliated with MSU”. Only if you are not affiliated with MSU in any way should you select “I am registered at a US institution”. Hit submit after you’ve made your selection.

Step 5:
On the next screen, you will enter your name, email address, date of birth, and gender. By clicking submit, an automated email will be sent with login instructions and a temporary password. You will need to open your email to retrieve the temporary password. The temporary password will only be valid for 24 hours, so if you are not able to login during this time frame, you will need to request a new temporary password. You can do so by emailing studyabroad@montana.edu.

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
Step 6:
We recommend that you copy and paste the temporary password from the email you receive. Return to the online system directly from the email by clicking the link provided.

Step 7:
As you now have login credentials, select the “I have login credentials to this site that I received by email” and click submit.
Step 8:
You will next encounter a login screen where you will enter your full email address as your username and the temporary password from the email you received. Click login.

Step 9:
For security reasons and to allow for quick reset of your password should you forget, please select three security questions that will be easy for you to answer. Click update when you are ready to proceed.
Step 10:
On the next screen, you will create your own password. Please pay close attention to the requirements of the password, as it requires both upper and lower case letters and at least one number. Click change when you have created your password.

Step 11:
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.

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
Step 12:
As you scroll down, the following sections will ask for your current and permanent address.

Step 13:
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.

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
Step 14:
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 15:
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.

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
Step 16:
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.**

Step 17: *(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.

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
Step 18:
Once you are done entering locations and dates, you will **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.

**To upload a copy** of your insurance card or other insurance information, **click the folder icon**.
Step 19: 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.

Step 20: 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 21:
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 22:
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 taking to your home page within the travel registration system.

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
Step 23:
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 24:
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 - http://www.montana.edu/international/studyabroad/. There are multiple places to login, which will take you directly to the login screen, where you can enter your login credentials.

If you encounter any issues, please contact the Office of International Programs Study Abroad at MSU Bozeman for assistance:

Office of International Programs  
MSU Bozeman  
PO Box 172260  
400 Culbertson Hall  
Bozeman, MT 59717  
Phone: +1 406.994.7151  
Email: studyabroad@montana.edu  
Web: http://www.montana.edu/policy/international_travel/resources/index.html