

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.

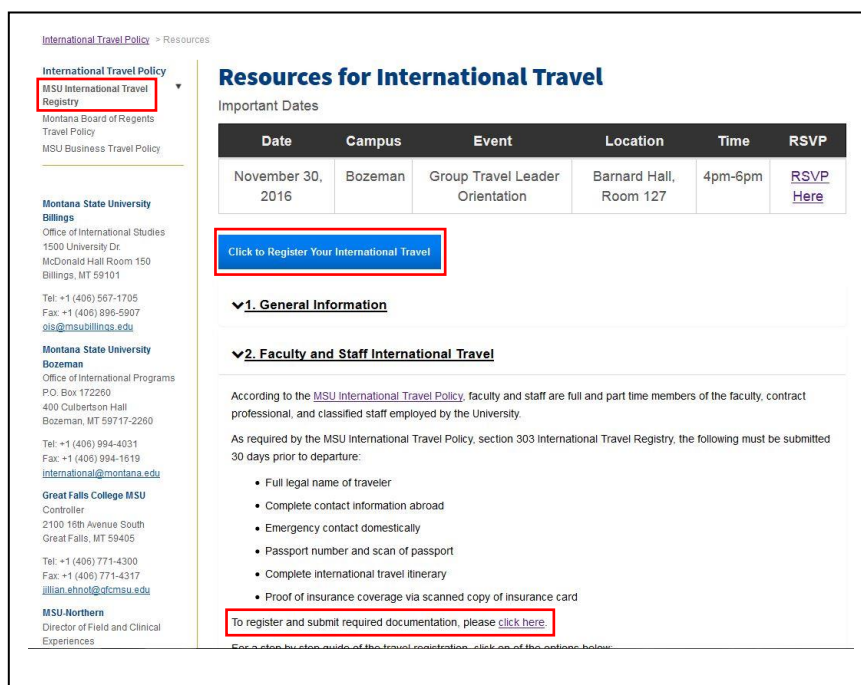
Before you begin, collect the following material for a smooth and quick registration process:

- 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.htm

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.



International Travel Policy > Resources

Resources for International Travel

Important Dates

Date	Campus	Event	Location	Time	RSVP
November 30, 2016	Bozeman	Group Travel Leader Orientation	Barnard Hall, Room 127	4pm-6pm	RSVP Here

[Click to Register Your International Travel](#)

▼ **1. General Information**

▼ **2. Faculty and Staff International Travel**

According to the [MSU International Travel Policy](#), faculty and staff are full and part time members of the faculty, contract professional, and classified staff employed by the University.

As required by the MSU International Travel Policy, section 303 International Travel Registry, the following must be submitted 30 days prior to departure:

- Full legal name of traveler
- Complete contact information abroad
- Emergency contact domestically
- Passport number and scan of passport
- Complete international travel itinerary
- Proof of insurance coverage via scanned copy of insurance card

To register and submit required documentation, please [click here](#).

Questions? Contact the MSU Bozeman Office of International Programs

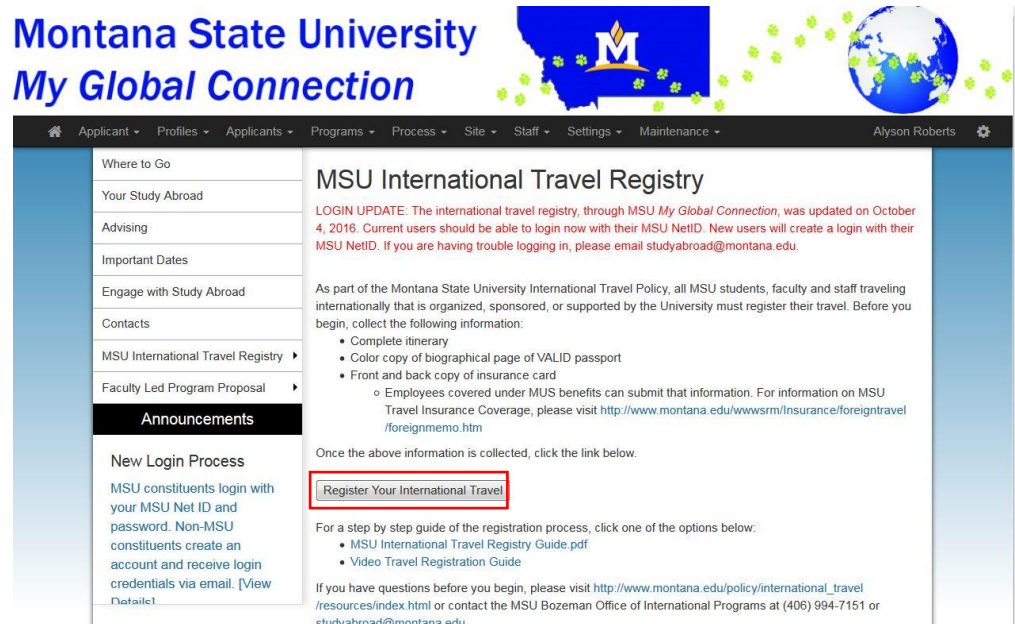
+1 406.994.7151 or studyabroad@montana.edu

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

Updated October 10, 2016

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

Click **“Register Your International Travel”**

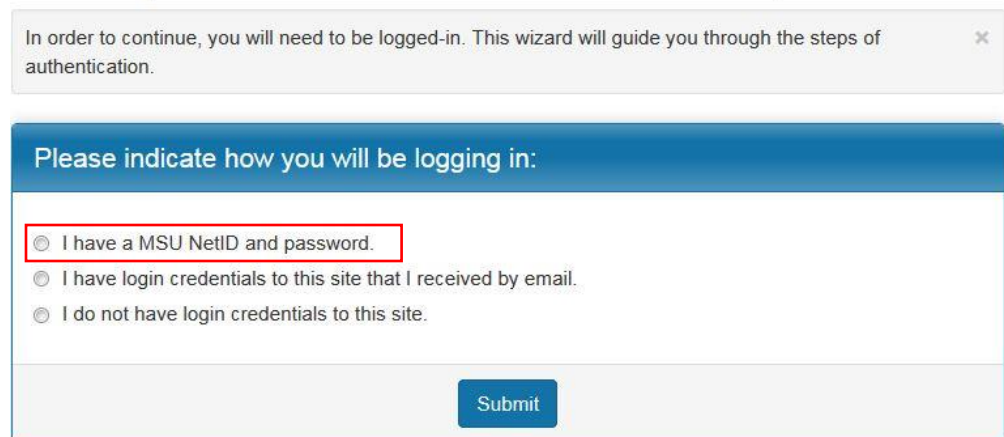


The screenshot shows the MSU International Travel Registry page. The header includes the Montana State University logo and the text "My Global Connection". A navigation bar at the top lists various links like Applicant, Profiles, Applicants, Programs, Process, Site, Staff, Settings, and Maintenance. The main content area is titled "MSU International Travel Registry" and includes a login update notice, a list of required information for registration (Complete itinerary, Color copy of biographical page of VALID passport, Front and back copy of insurance card), and a link to "Register Your International Travel". A sidebar on the left contains a menu with options like "Where to Go", "Your Study Abroad", "Advising", "Important Dates", "Engage with Study Abroad", "Contacts", "MSU International Travel Registry", and "Faculty Led Program Proposal".

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.

Security : User Identification Wizard: Step 1



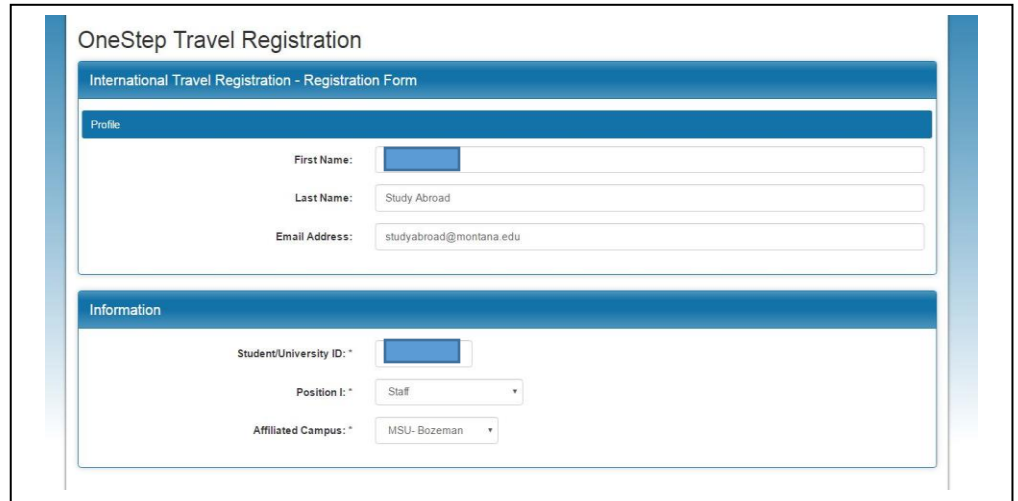
The screenshot shows the "Security : User Identification Wizard: Step 1" form. It includes a message: "In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication." Below this, a section titled "Please indicate how you will be logging in:" contains three radio button options. The first option, "I have a MSU NetID and password.", is selected and highlighted with a red box. The other two options are "I have login credentials to this site that I received by email." and "I do not have login credentials to this site." A "Submit" button is located at the bottom right of the form.

Step-by-Step Guide

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.



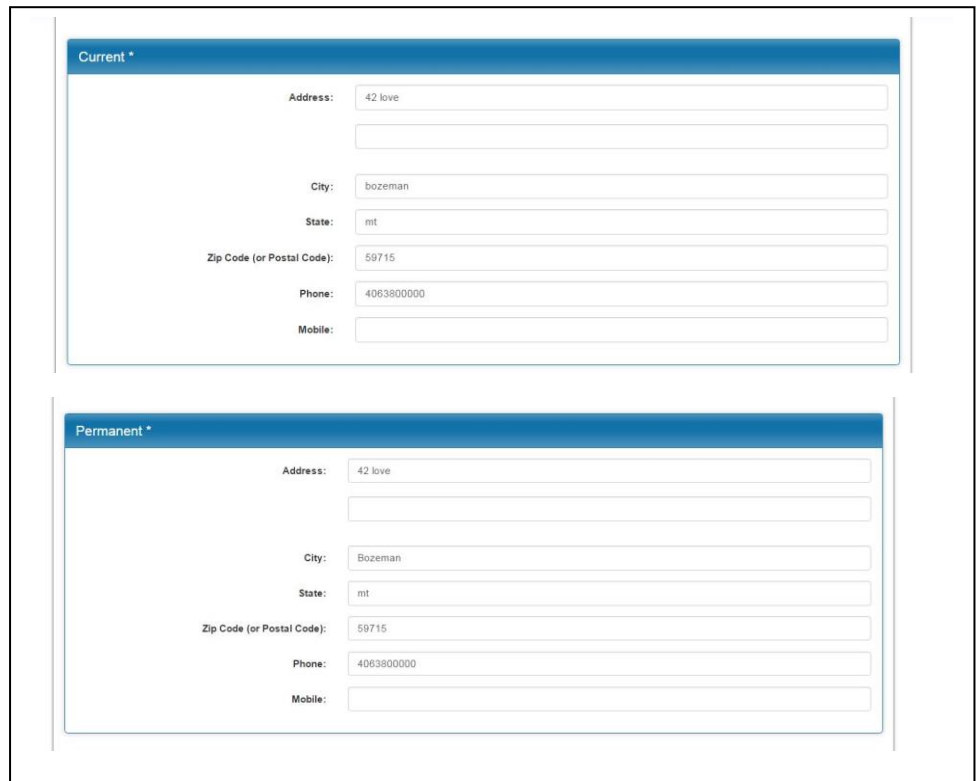
The screenshot shows the 'OneStep Travel Registration' form. It has a blue header bar with the title 'OneStep Travel Registration'. Below it is a sub-header 'International Travel Registration - Registration Form'. The form is divided into two main sections: 'Profile' and 'Information'. The 'Profile' section contains three text input fields: 'First Name:' (with a blue placeholder), 'Last Name:' (with the value 'Study Abroad'), and 'Email Address:' (with the value 'studyabroad@montana.edu'). The 'Information' section contains three dropdown menus: 'Student/University ID: *' (with a blue placeholder), 'Position I: *' (with the value 'Staff'), and 'Affiliated Campus: *' (with the value 'MSU- Bozeman').

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**.



The screenshot displays two identical form sections for address entry. The top section is titled 'Current *' and the bottom section is titled 'Permanent *'. Each section contains the following fields:

- Address: 42 love
- City: bozeman
- State: mt
- Zip Code (or Postal Code): 59715
- Phone: 4063800000
- Mobile:

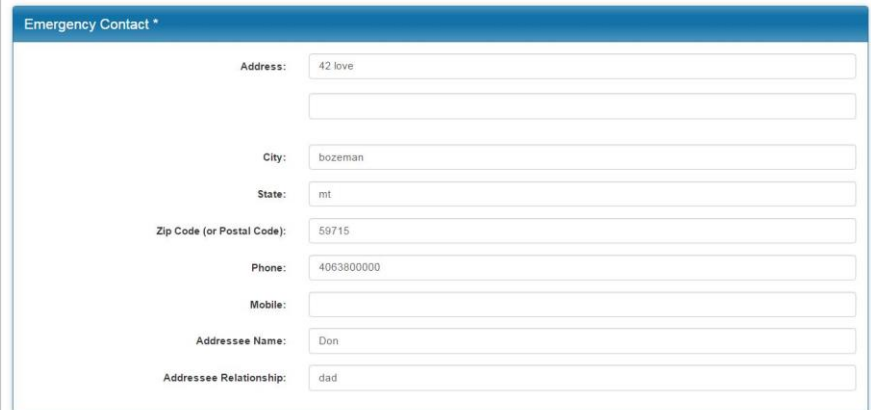
Step 4:

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.

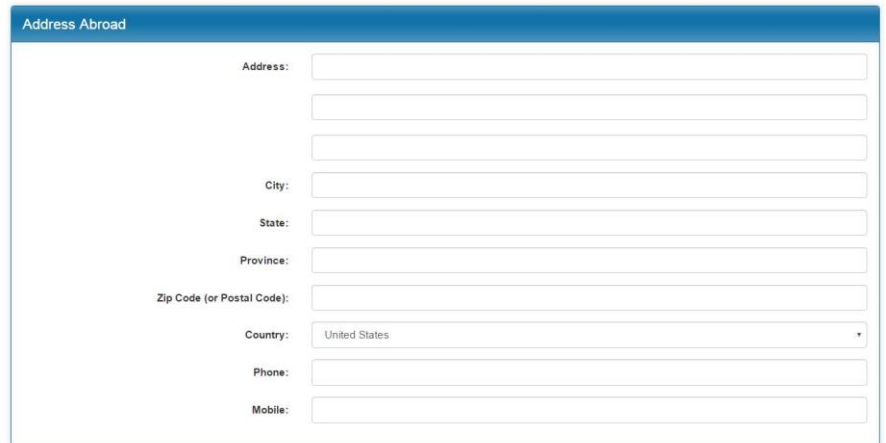
This can be a hotel, private residence, or other type of accommodation for the location you will be at. If possible, **please provide the phone number where you can be reached at any time.**

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.



Emergency Contact *

Address:	42 love
City:	bozeman
State:	mt
Zip Code (or Postal Code):	59715
Phone:	4063800000
Mobile:	
Addressee Name:	Don
Addressee Relationship:	dad



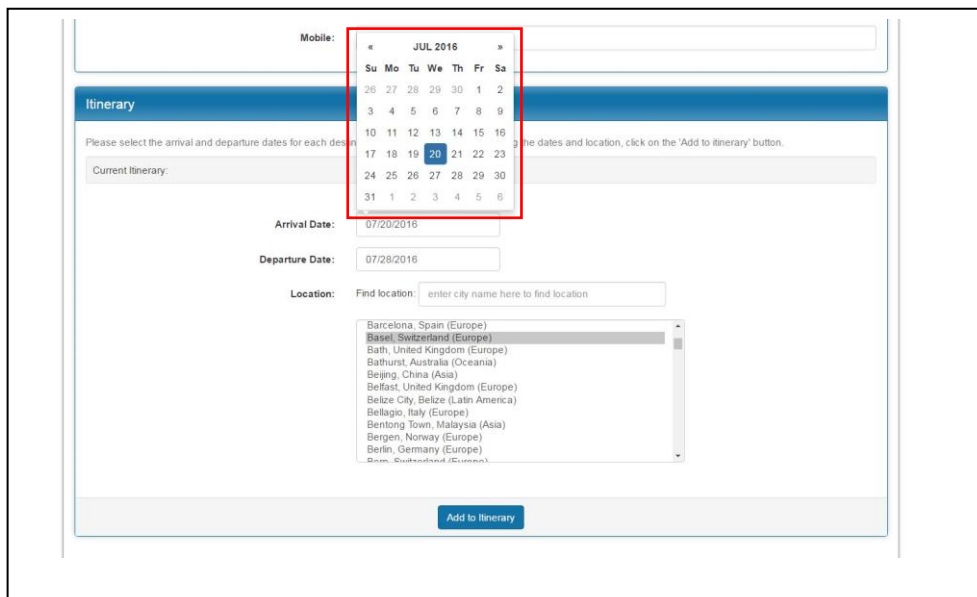
Address Abroad

Address:	
City:	
State:	
Province:	
Zip Code (or Postal Code):	
Country:	United States
Phone:	
Mobile:	

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.

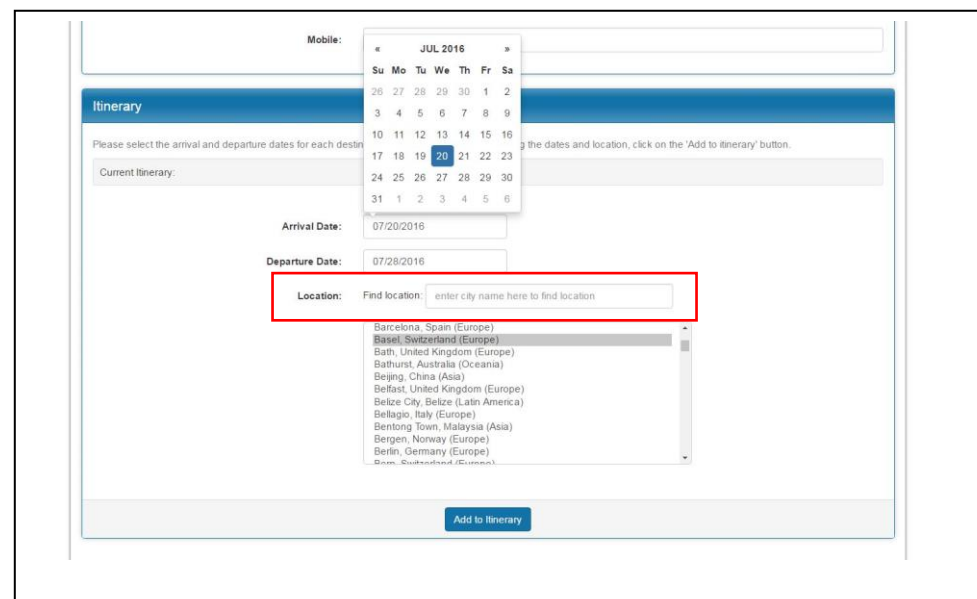
The second date is when you will be leaving that location or when you will be returning to the U.S., depending on if you are visiting more than one country. Again, you can manually enter the date or select from the calendar.



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.**



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

Updated October 10, 2016

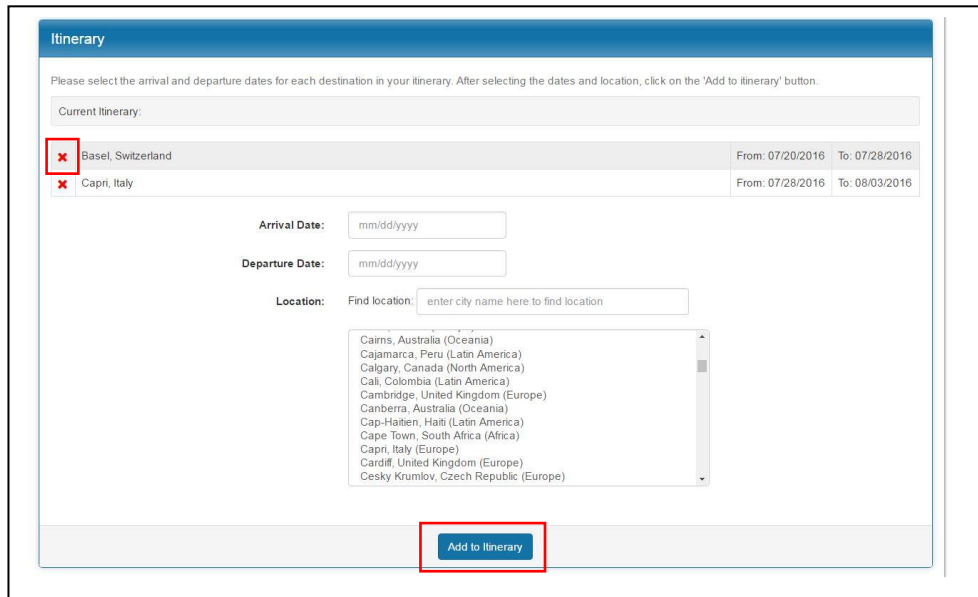
Step 7:

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**.

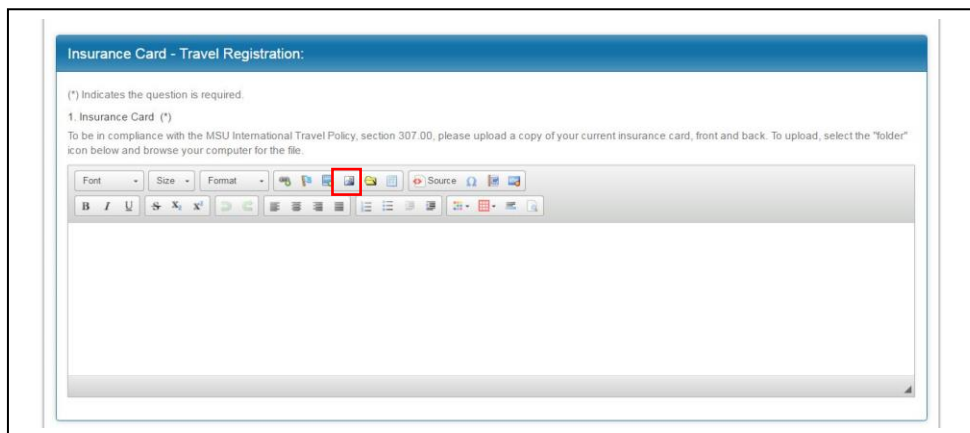
(if applicable)

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.



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.



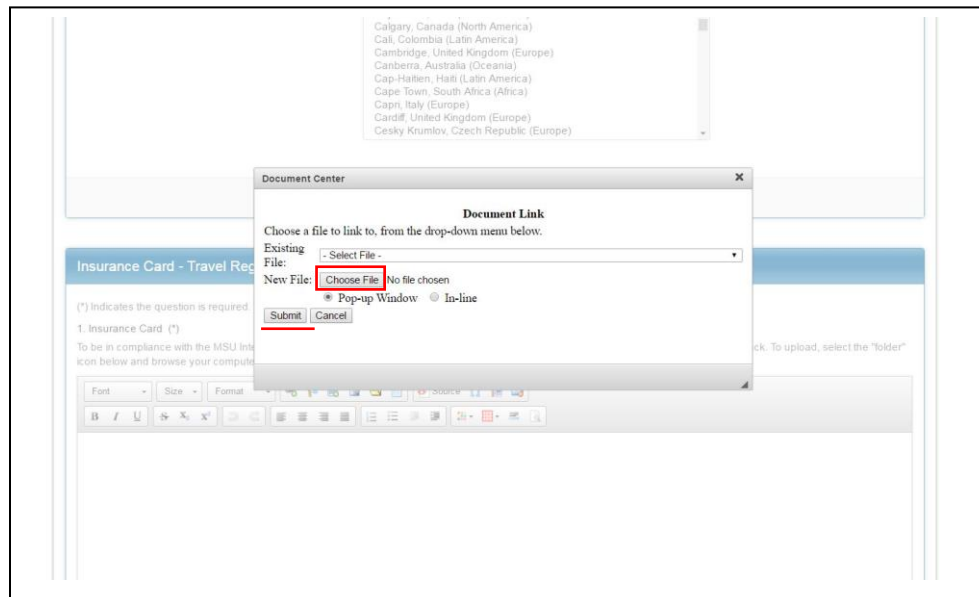
To upload a copy of your insurance card or other insurance information, click the folder icon.

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.

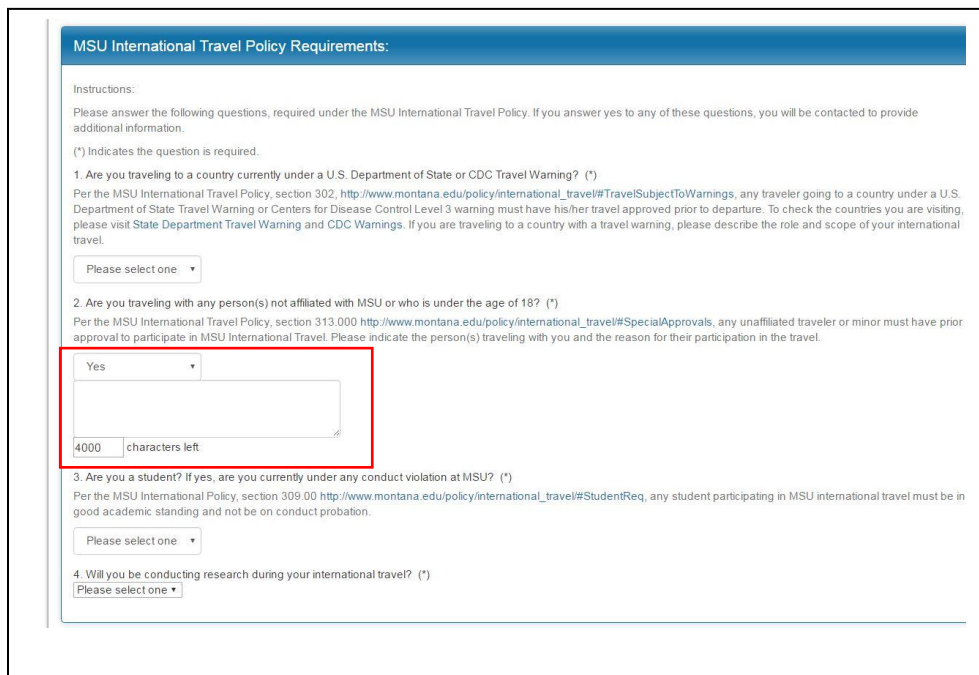
When you find the document, it will on the dialogue box.

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.



MSU International Travel Policy Requirements:

Instructions:
Please answer the following questions, required under the MSU International Travel Policy. If you answer yes to any of these questions, you will be contacted to provide additional information.
(*) Indicates the question is required.

1. Are you traveling to a country currently under a U.S. Department of State or CDC Travel Warning? (*)
Please select one: ▼

2. Are you traveling with any person(s) not affiliated with MSU or who is under the age of 18? (*)
Please select one: ▼
Yes ▼
4000 characters left

3. Are you a student? If yes, are you currently under any conduct violation at MSU? (*)
Please select one: ▼

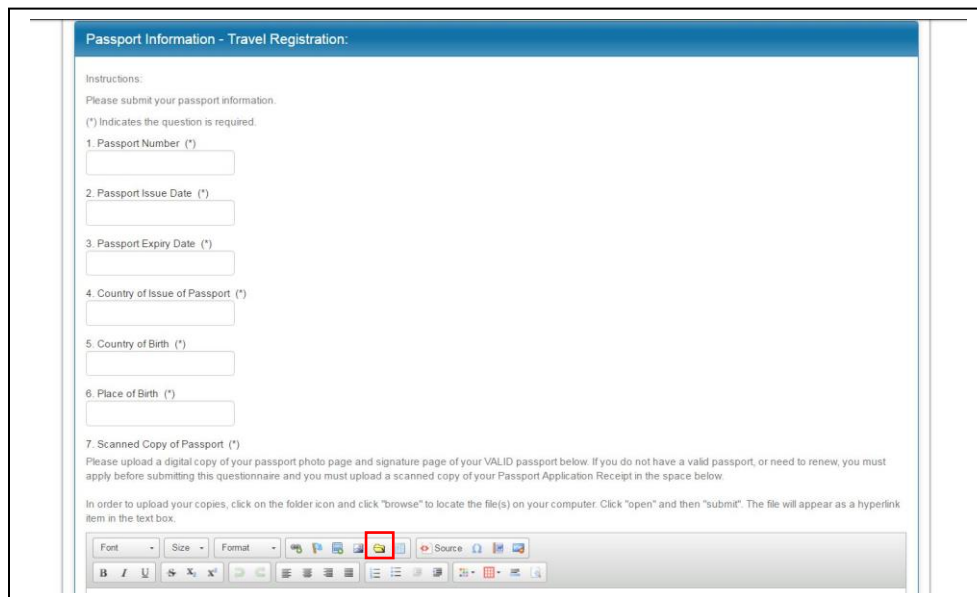
4. Will you be conducting research during your international travel? (*)
Please select one: ▼

Step-by-Step Guide

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.



Passport Information - Travel Registration:

Instructions:
Please submit your passport information.
(*) Indicates the question is required.

1. Passport Number (*)
2. Passport Issue Date (*)
3. Passport Expiry Date (*)
4. Country of Issue of Passport (*)
5. Country of Birth (*)
6. Place of Birth (*)
7. Scanned Copy of Passport (*)

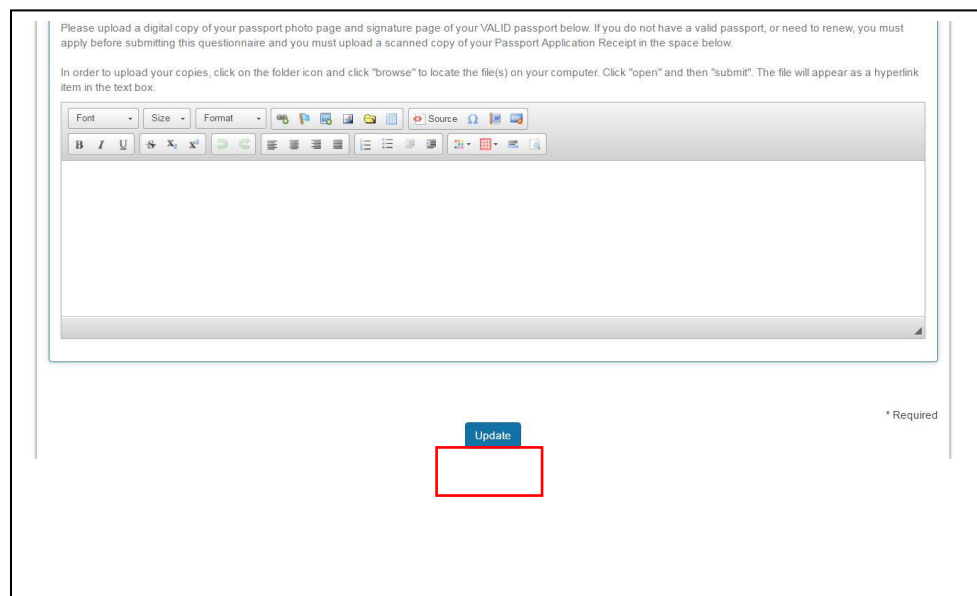
Please upload a digital copy of your passport photo page and signature page of your VALID passport below. If you do not have a valid passport, or need to renew, you must apply before submitting this questionnaire and you must upload a scanned copy of your Passport Application Receipt in the space below.

In order to upload your copies, click on the folder icon and click "browse" to locate the file(s) on your computer. Click "open" and then "submit". The file will appear as a hyperlink item in the text box.

Font Size Format Source

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.*



Please upload a digital copy of your passport photo page and signature page of your VALID passport below. If you do not have a valid passport, or need to renew, you must apply before submitting this questionnaire and you must upload a scanned copy of your Passport Application Receipt in the space below.

In order to upload your copies, click on the folder icon and click "browse" to locate the file(s) on your computer. Click "open" and then "submit". The file will appear as a hyperlink item in the text box.

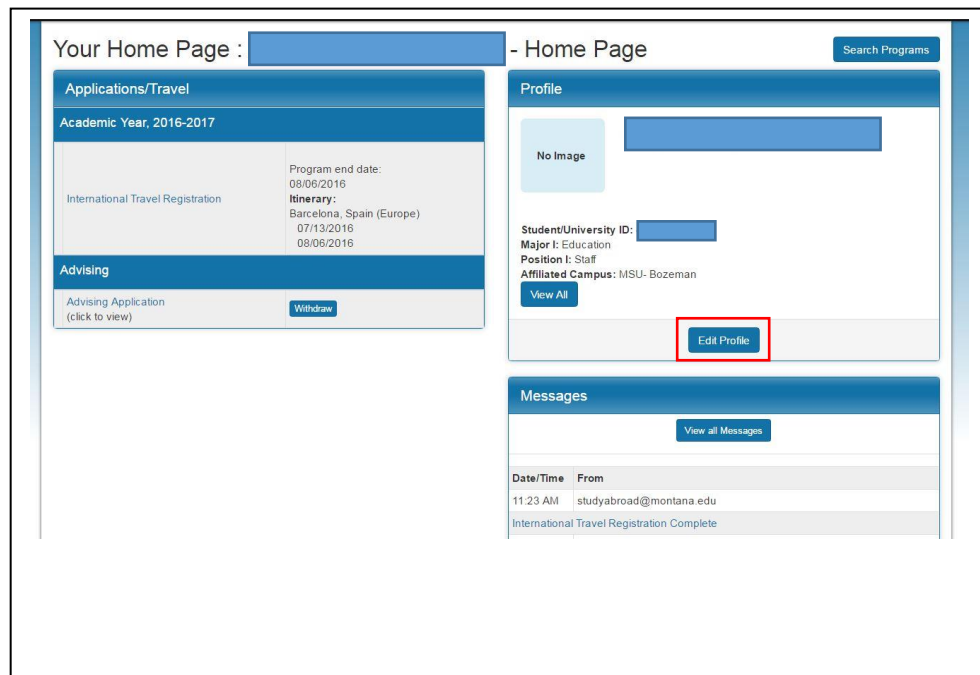
Font Size Format Source

Update

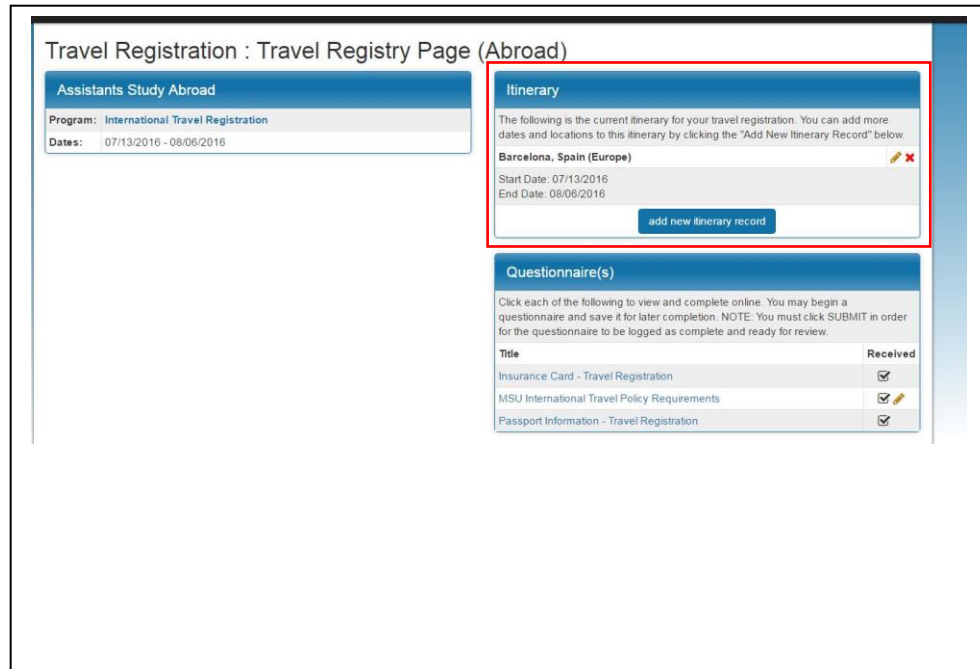
* Required

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."***

