A polished brass bell sits on a reflective surface, likely a hotel desk. The background is a blurred interior space with warm lighting, suggesting a hotel lobby or reception area. The bell is the central focus, with its reflection clearly visible on the surface below it.

International Travel Registry

Instructions

<https://washburn.studioabroad.com/>

- In an effort to reduce potential risks, WU requires all faculty, and staff members traveling internationally (through WU approved programs or activities receiving University funding) to register their international travel using [The International Travel Registry](#).

WASHBURN UNIVERSITY | Study Abroad 

Applicants ▾ Programs ▾ Process ▾ Site ▾ Staff ▾ Settings ▾ Maintenance ▾

Faculty and Staff

To access resources for Taking Students Abroad visit: <https://www.washburn.edu/academics/international-programs/faculty-resources.html>

To register your university travels through the [International Travel Registry](#), review the following information:

Washburn University recognizes international education is an essential component within its academic mission. In an effort to reduce potential risks, WU requires all faculty, and staff members traveling internationally (through WU approved programs or activities receiving University funding) to register their international travel using The International Travel Registry. For step by step instructions visit: [International Travel Registry Instructions](#)

Everyone who travels abroad for University-related purposes must register their international travel and provide all supporting documentation no later than two weeks prior to their expected departure date. Students participating in regular, WU-administered study abroad programs will complete the relevant program application process administered by the WU Office of Study Abroad, and therefore do not need to complete a separate application to the International Travel Registry.

By registering, travelers will be covered through Faculty Insurance Services for Foreign Travel and be granted access to the [AlertTraveler App](#) to receive the most up-to-date, in-depth, traveler information delivered in real-time destination reports and alerts pushed to travelers in order to make informed decisions.

For further information, contact the [Study Abroad Coordinator](#).

COVID-19: Information & Resources
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Getting Started
Applying
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Before You Travel
While Abroad
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FAQs
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International Travel Registry



Overview

[Apply Now](#)

[Request Info](#)

Washburn University recognizes international education is an essential component within its academic mission. In an effort to reduce potential risks, WU requires all students, faculty, and staff members traveling internationally (through WU approved programs or activities receiving University funding) to register their international travel.

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- [International Travel Registry screenshot INSTRUCTIONS](#)

Click Apply Now



User Login

WU Applicants: Login using your full Washburn email address (first.last@washburn.edu) and password. Non-WU Applicants (anyone without a Washburn email account): Login using your full email address and password.

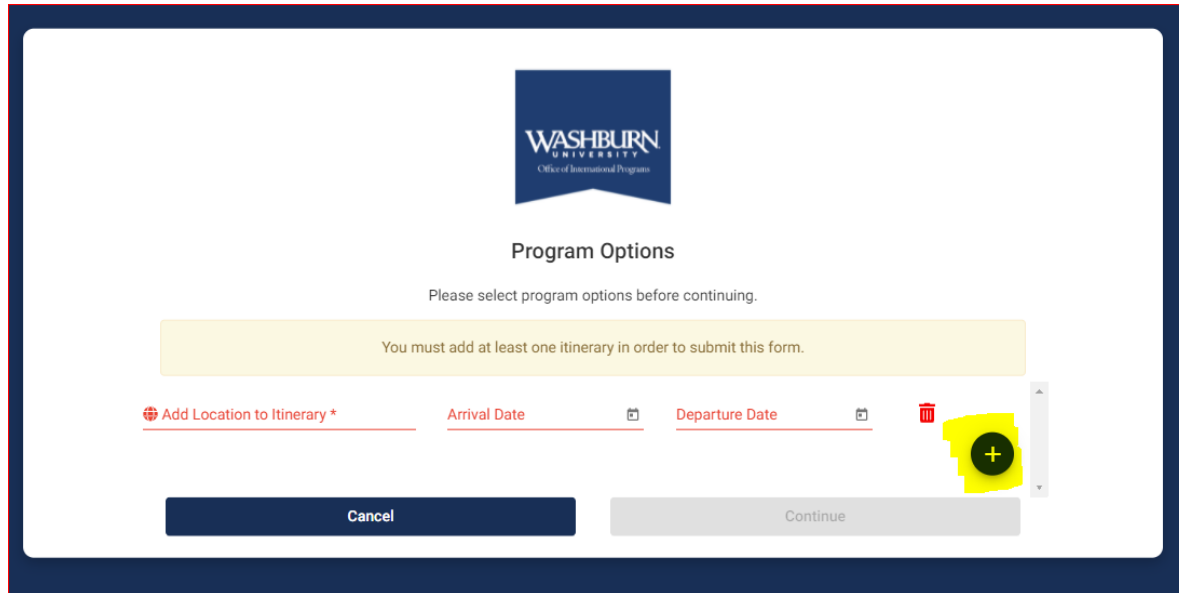
[Log in with WU email and password](#)

[Log in with Non-WU credentials](#)

[New User?](#) [Create Account](#)

Login

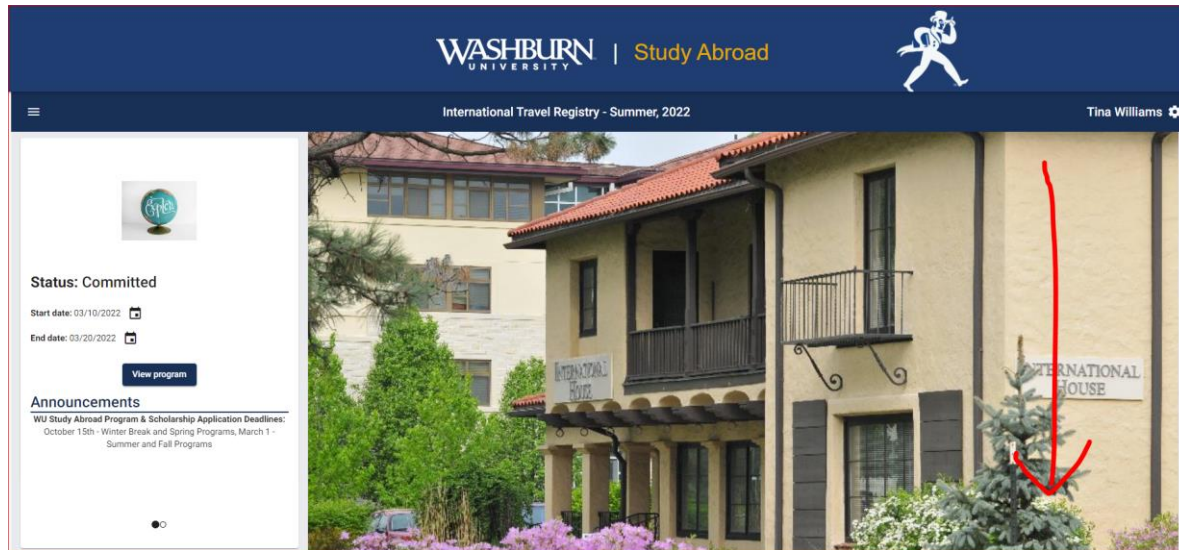
Travel Itinerary



The screenshot shows a web form titled "Program Options" from Washburn University's Office of International Programs. The form includes a header with the university logo, a sub-header "Program Options", and a message: "Please select program options before continuing." Below this is a yellow warning box stating "You must add at least one itinerary in order to submit this form." The form contains three input fields: "Add Location to Itinerary *" (with a globe icon), "Arrival Date" (with a calendar icon), and "Departure Date" (with a calendar icon). A red trash icon is positioned to the right of the "Departure Date" field. A yellow sticky note with a black plus sign is placed over the trash icon. At the bottom of the form are two buttons: a dark blue "Cancel" button and a grey "Continue" button.

- Click “+” sign to add itinerary information.


Applicant Home Page



- Scroll to the bottom of the page to view requirements.

International Travel Registry - Summer, 2022

Requirements Program info Itinerary



Get Started!

Online application

- 1. Travel Information
- 2. Copy of Passport
- 3. Travel Plans & Flight Itinerary
- 4. S.T.E.P. Enrollment
- AlertTraveler App User Guide
- Insurance for Foreign Travel

Requirements

- Click on the title of each requirement to complete.

International liability Insurance

Insurance for Foreign Travel

The University has an international liability insurance policy for our employees and students which is applicable when employees or students are traveling in foreign countries on behalf of the University or traveling on a university sponsored program. Along with the insurance coverage some additional services are provided to employees and students through **AIG's Travel Assistance Services**.

Please note that this is NOT trip cancellation insurance and it is NOT health insurance. It is important that you check with your insurance carrier to make sure your health insurance coverage will apply while in another country. If you require trip cancellation coverage it should be purchased through your travel agent.

Please register your program with Alert Traveler before your trip.

While in a foreign country **AIG Travel Assistance Services** offers the following services to help you get the care you need:

- Medical Assistance and Travel Medical Emergency Services
- Personal and Pre-Trip Services
- Legal Assistance
- Emergency Cash-from Personal Funding Source
- Lost baggage or passport assistance
- Insurance Coordination
- Emergency Message Center
- Other General Assistance
- Embassy or Consulate contact information
- Translation services

If you are renting a vehicle, **you should purchase** the liability and physical damage coverage through the rental company. WU hired auto liability and physical damage coverage is **excess** over the local country's insurance coverage.

Country-specific travel information is available through the U.S. Department of State website at: www.travel.state.gov.

Also review the following documents:

- **AIG Foreign Travel Assistance Card for Travelers (print for your convenience)**
- Travel Guard for WorldRisk (information about the services provided)
- WU AIG Travel Assistance App (registration and login instructions for access to Travel Assistance Services)

If you have questions or need further assistance contact:

Jan Crawford, *Insurance Manager*
Finance Office
Morgan Bldg., Room 214
Extension 2043
jan.crawford@washburn.edu

- Print Insurance ID card

Happy Travels

