

## Western's International Travel Registry (Mandatory) – Student User Guide Other University Sanctioned International Experiences

### Register in Atlas, Western's International Experience Portal

**Note:** If you can find your program in Atlas, then the Travel Registry is the last step included in your Atlas application. Please complete the Travel Registry within your application and DO NOT use this guide.

If you are participating in an international activity not in Atlas, but one that has been approved, authorized, and/or supported by a Western University unit, department, staff and/or faculty member, [Click here](#) to access the program page, scroll to the bottom and click **"Login To Apply"** beside the correct Academic Year.

Use your WESTERN credentials to login. (just username, not full email)

**Note:** You do not need to finish your application in one sitting. If you have already started an application and want to continue to work on it, please log back into your Atlas account through its [homepage](#) and locate your incomplete application. **Please DO NOT click on the "Login to Apply" button twice**, or you will create a duplicate application.

### Helpful hints for the four sections:

1. Terms and Conditions
  - Read through & agree to the "Consent" paragraph.
  - Save and continue.
2. Application
  - If you have questions regarding how to fill out the fields relevant to your program specifics, please reach out to your Program Coordinator/Supervisor.
  - Please make sure that your destination country complies with [Western's Safety Abroad Policy](#).
3. Submit Your Application
  - Click "Submit Your Application".
  - After submitting your application, **you can proceed to complete Travel Registry in Step 4 without waiting for approval.**
4. Fill out Travel Registry:
  - **All steps are mandatory to complete.**
  - Travel Details – please enter the official program dates.
  - Additional Documents – **Please upload the certificate of completion for the mandatory online training in OWL entitled "International Pre-Departure and Post-Experience"**.
  - When you are finished, you can review, save & submit.

It generally takes about 5-10 minutes to complete the initial application and the Travel Registry respectively if all information and documents are ready.

Please contact [travelregistry@uwo.ca](mailto:travelregistry@uwo.ca) or 519-661-2111 ext. 86075 if you have any questions.