

Western's International Travel Registry – Student User Guide: Other University Sanctioned International Experiences

All Western students participating in University sanctioned international activities are required to enroll in Western's International Travel Registry prior to departing Canada. This information enables Western to monitor student safety, update students on travel advisories from the Canadian Government and provide assistance in case of an emergency.

If you have questions about this process, please email travelregistry@uwo.ca.

This guide is for students participating in other university sanctioned international experiences that you do not apply for through [Atlas](#), Western's International experience portal. This might include conferences, faculty-based activities, research, field study opportunities or other experiences.

If you did apply for your international experience through Atlas (for example, exchange programs, faculty-led programs, internships etc.) please see [this alternate user guide](#).

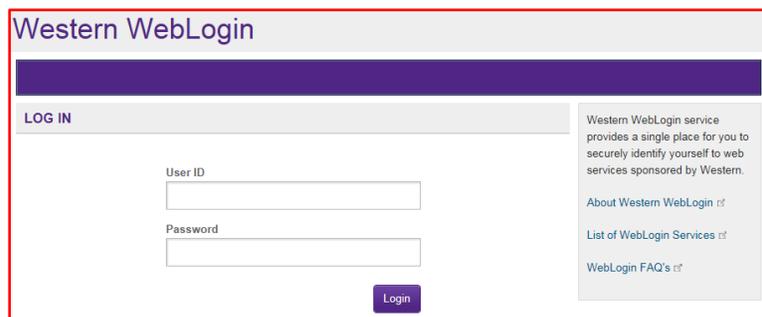
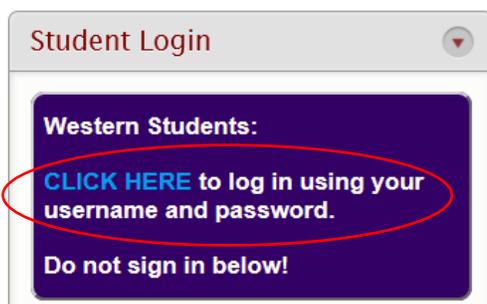
STEP 1 - Register in Atlas, Western's International Experience Portal

If you are participating in an international activity that has been approved, authorized, and/or supported by a Western University unit, department, staff and/or faculty member, please complete the “**Other University Sanctioned International Experiences**” application to begin the Travel Registry process.

1. Go to [Other University Sanctioned International Experiences](#) in the Atlas portal
2. At the bottom of the page, choose the appropriate term reflecting your travel dates and select “Login to Apply.”

Term	Academic Year	Apply
Summer 2019	2018	Login To Apply

3. Click on the purple login box and enter your Western user name (*just user name, not your full email*) and password. You will be taken directly to the application form.



- Once your application has been received and reviewed by Western International, you will receive an email notification of your successful application and will be directed to begin completing the information required within the “Fill Out Travel Registry” section.

FILL OUT TRAVEL REGISTRY

- Travel Details
- Emergency Contact
- Student's Rights and Responsibilities
- Insurance
- Pre-Departure Requirements
- Additional Documents
- Travel Registry Process

Complete the Travel Registry form, which includes travel details, emergency contact, acknowledgement of student's rights and responsibilities, travel insurance details, and acknowledgement of pre-departure requirements. Save and submit the information.

➤ If you are travelling to multiple countries as part of your program/trip, please select all applicable locations under the 'Location(s)' field within the Travel Details section.

NOTE - Special Authorization to Travel form:

Western's Safety Abroad Policy states that student travel to destinations with an active Government of Canada Travel Advisory (**Avoid non-essential travel; Avoid all travel**) **will not be authorized** unless exceptional circumstances exist. Visit the [Government of Canada Travel Advice and Advisories](https://travel.gc.ca/travel-advice) site for the overall risk level for a country or territory.

If a country you are travelling to is deemed as high risk (Avoid non-essential travel; Avoid all travel), you are required to complete the **Special Authorization to Travel** form **as soon as possible** in order for your proposed travel to be approved. The **approval process may take up to 2 weeks**.

Within Atlas, as you select your 'Location(s)' within the Travel Details section, high-risk countries will be automatically identified and a link to the 'Special Authorization to Travel form' will be provided. Once this form is completed and signed by the appropriate Western Sponsor and Head of Unit, please submit it to travelregistry@uwo.ca. Final review and authorization is determined by the Vice-Provost, International. You will be notified once a final decision has been made.

You may continue completing the Travel Registry form in Atlas while the approval of the *Special Authorization to Travel* form is in progress. Should you have any questions, please contact travelregistry@uwo.ca.

Complete all of the tabs within the travel registry. Click “Save & Continue.”

Travel Registry Process

Travel Registry Process *

Western's International Travel Registry is a requirement of **Western's Safety Abroad Policy**, and pertains to all students travelling on University sanctioned activities. This information will allow Western to know your whereabouts and enable us to provide information and support in the event of an emergency or crisis outside of Canada.

You are now completing **Step 1** of a Two Step process to enroll in the International Travel Registry. Once you submit this form, you will be guided to **Step 2** of the process including the link to access the MyTrips portal in International SOS.

Step 2: log into **MyTrips portal** hosted by International SOS and:

- Set up your MyTrips account
- Enter your travel itinerary

Please check the box below to acknowledge your understanding of the International Travel Registry process. Once you review and save your Travel Registry information in Atlas you will receive an email confirming completion of this step - **Step 1**, and instructions on how to complete **Step 2**.

I acknowledge my understanding of the International Travel Registry process

Save & Finish Later

Save & Continue

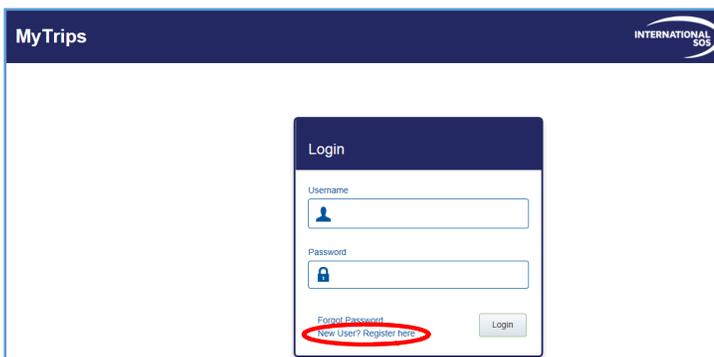
Once you complete all the steps in the Travel Registry form in Atlas, you will receive an email, sent to your Western email account, with a customized link to begin step two of the process in International SOS.

STEP 2 - Register in International SOS/MyTrips

(Step-by-step illustrations are available below the instructions)

Western International has invested in the services of International SOS (ISOS), providing access 24-hours a day worldwide to expertise and assistance with travel preparations, medical, security and emergency needs. Step 2 of the Travel Registry process is to enter your itinerary in ISOS.

1. Go to the **customized International SOS web link** provided in your email from Step 1 and register your account **using your Western email address**.



- You will be asked to select a password and two security questions. You will be required to activate your account by clicking on the link that will be sent to you via email. Your account will need to be activated within 24 hours, otherwise it will expire. Please monitor your email spam/junk folder(s) as this email may be filtered to these folders.

MyTrips INTERNATIONAL SOS

User Registration for University of Western Ontario Travellers
 If you are not travelling for University of Western Ontario then please click [here](#) to contact our helpdesk for assistance with the registration.

Title First Name MI Last Name

Organisation Email Address (User Name) Password

Re-Enter Password

Security Question1 Security Question2

Answer 1 Answer 2

- Once your account is activated, login using your Western email address and the password you created in the step above to complete your profile.
- Enter your travel itinerary by selecting 'Create New Trip'.

My Profile / Trips

My Profile

* Please complete all required fields

Primary Profile Information

First Name * Last Name *

Home Country *

- Choose a trip name, then create your trip segments through the respective tabs (e.g. Add Flight, Add Accommodation, Add Train, Add Ground Transportation).

Create New Trip

Trip Name *

Click on the tabs to create your trip segments

Airline *
 Please select Unknown Airline (YY) if you can't find the airline.

Departure City *

Arrival City *

Confirmation Number

Flight Number *

Departure Date/Time *

Arrival Date/Time *

6. You are required to complete the trip segment relating to your **round trip flight(s)**, the other segments are optional.
 - a. Enter your flight information by selecting the 'Add Flight' tab and completing the corresponding information, then select 'Save'.
 - b. Each flight (e.g. departure, transit and return) must be entered individually.
 - c. If all your flight details are not yet confirmed, you can save the information you currently have available and edit your trip at a later date. Please ensure that to the extent possible your flight details are up to date in MyTrips **before** you depart Canada.
 - d. **NOTE: For travel to the United States**, if you are travelling by car instead of by air, please complete the information in the Ground Transportation tab instead of the Flight tab. Use the 'Pickup' and 'Dropoff' fields to list your equivalent departure and arrival information. If you are driving independently with your own car or a rental (not using a ground transportation company), please include your name in the 'Name' field. If you are using a ground transportation service, please include the company name in the 'Name' field. Each travel segment (e.g. drive to and from the US location) must be entered individually.

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name *	Pickup City, Country *	Dropoff City, Country *	Confirmation Number
<input type="text" value="Name"/>	<input type="text" value="Pickup City, Country"/> <small>Please select closest city.</small>	<input type="text" value="Dropoff City, Country"/> <small>Please select closest city.</small>	<input type="text" value="Confirmation number"/>
Telephone	Pickup Date/Time *	Dropoff Date/Time *	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text" value="Telephone"/>	<input type="text" value="Date"/> 🕒 hr min	<input type="text" value="Date"/> 🕒 hr min	

7. You will receive a confirmation email, sent to your Western email account, from ISOS with specific information related to your upcoming travel. Please note this email might take up to 24 hours. Please monitor your email spam/junk folder(s) as this email may be filtered to these folders.

Returning Users: Once you have activated your account with MyTrips, you can login any time to make changes to your itinerary or add new trips.