Students Applying for an International Program Through Atlas

All Western students participating in University sanctioned international activities are required to enrol 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 locate and provide assistance in case of an emergency overseas.

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

Register in Atlas, Western's International Experience Portal

Once you submit an application for an international experience in Atlas, and your application for the respective experience is approved, the Travel Registry will appear as the last stage of your application.

You can check the status of your program application under the ‘My Application’ tab in Atlas (NOTE: you need to be logged in to Atlas in order to see this tab). Once your Application Status is marked as ‘Approved’ you will be able to begin completing the information required within the ‘Fill Out Travel Registry’ section.
Completing the Travel Registry

Complete the Travel Registry form, which includes travel details, emergency contact information, 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. Please ensure that you visit the Government of Canada Travel Advice and Advisories site for the overall risk level for a country or territory based on an assessment of the nationwide safety and security situation.

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 in conjunction with the Faculty/Supervisor/Staff member who is approving/coordinating your participation in this activity. This form must be completed as soon as possible in order for your proposed travel to be assessed. The assessment process may take up to 2 weeks. As such, it is important that you plan your travel and completion of the form accordingly.

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 Western International by email (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.

Once you complete all of the tabs within the Travel Registry, click ‘Save & Continue’.

Once you submit the Travel Registry form in Atlas, you will receive an email confirmation, sent to your Western email account.