

Western's International Travel Registry – Student User Guide

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.

The screenshot displays the Atlas web portal interface. At the top, the 'Atlas' logo and 'Western's international experience portal' text are visible on the left, and the 'Western UNIVERSITY · CANADA' logo is on the right. A navigation menu includes 'Home', 'Search Programs', 'My Application' (highlighted with a red circle), 'Course Equivalencies', 'My Profile', 'Events', 'Document Library', and 'Surveys'. Below the menu, there are links for 'Return to Home' and 'Logout'. The main content area is titled 'My Application' and shows 'RESULTS Items 1-1 of 1' with a 'Showing 20' dropdown. A table with three columns: 'Actions', 'Program', and 'Steps' is displayed. The 'Program' column contains details for 'Victoria University of Wellington Exchange (Western International)', including 'Application Status: Approved' (circled in red), 'Accept Status: Application Completed', 'Program Application Status: Pending', 'Letters: 1/1', 'Date: 2018-08-17 06:11 pm', and 'Location: Wellington, New Zealand'. The 'Steps' column lists six steps, with Step 6 'FILL OUT TRAVEL REGISTRY' (circled in red) as the current step. Buttons for 'View Full Application' and 'Withdraw Application' are at the bottom.

Actions	Program	Steps
 	Victoria University of Wellington Exchange (Western International) Application Status: Approved Accept Status: Application Completed Program Application Status: Pending View Full Application Withdraw Application	<input checked="" type="checkbox"/> Step 1 TERMS AND CONDITIONS <input checked="" type="checkbox"/> Step 2 ACADEMIC REFERENCE <input checked="" type="checkbox"/> Step 3 FILL OUT APPLICATION <input checked="" type="checkbox"/> Step 4 SUBMIT YOUR APPLICATION <input checked="" type="checkbox"/> Step 5 COMPLETE ACCEPTANCE INFORMATION <input type="checkbox"/> Step 6 FILL OUT TRAVEL REGISTRY

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'.

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 enable Western to provide information and support in the event of an emergency or crisis outside of Canada.

Should your travel plans change where the information you submitted within this form is no longer valid, please contact travelregistry@uwo.ca at the earliest opportunity to advise of any updates or trip cancellations.

Programs Operated by Affiliated University Colleges

If you are participating in a King's University College, Brescia University College, or Huron University College operated program, all reference above to Western University, where applicable, will be related with King's University College, Brescia University College, or Huron University College.

I acknowledge my understanding of the International Travel Registry process and my responsibility to keep Western International informed of any changes to my travel plans

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