

## International Travel Registry Instructions

1. Click on the green registration button on the BU Global Programs [website](#)
2. If this is your first time using the new Travel Registry system, please click “New User? Register Here.” Please use your @bu.edu email address. If you already have an account, please log into the system and skip ahead to step 4.
3. Fill out ‘My Profile’
  - a. If you plan to get an international telephone number once you arrive in your program country, you can edit your profile later and add your international number as your preferred number.
  - b. Please use your @bu.edu email.
  - c. Please format your BU ID as follows: U#####
4. To Register a new trip:
  - a. Click on ‘Create New Trip’ at the top left or bottom of the “My Profile” screen.
  - b. Name your trip (ex: Study – Seoul Summer 2022)
  - c. Select your ‘purpose of travel’
  - d. Enter Flight Information:
    - i. Select Round-trip, one-way, or multi-city to capture your complete itinerary
    - ii. Completely fill out all required\* fields.
    - iii. Click ‘Save’ to submit flight information.
    - iv. To delete Flight information please click ‘cancel’
      1. NOTE: After starting flight information you will need to either save or cancel the information in order to proceed.
  - e. Enter Accommodation Information:
    - i. Enter name of accommodation (ex: BU Housing – London, Hotel – Paris, etc.)
    - ii. Check-in & Out date should be the dates you will be abroad.
    - iii. Provide full address of your accommodation while abroad.
    - iv. Click ‘Save’ to submit accommodation information. Click ‘Cancel’ To delete it.
      1. NOTE: After starting Flight information you will need to either save or cancel the information provided in order to register your travel.
  - f. **PLEASE NOTE: You will need to enter full flight information (arrival flight and return flight) OR accommodation information in order to properly register your travel.**
  - g. Once you have saved your flight information and/or accommodation information, click on “Save Trip Information.”
  - h. If you go to “My Profile/Trips” you should now see your registered trip at the bottom of the screen under “My Trips.”
  - i. Success! You’ve registered your trip 😊

Questions, comments, concerns? Please e-mail us at [globalhss@bu.edu](mailto:globalhss@bu.edu) .