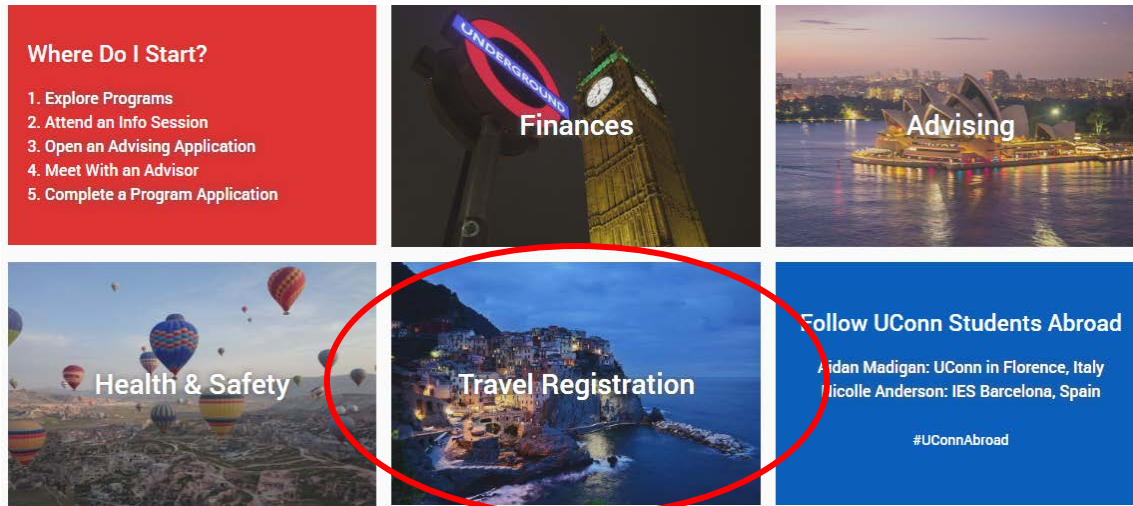




1. Visit [abroad.uconn.edu](http://abroad.uconn.edu) and click "Travel Registration."




2. Click "Staff & Faculty" and then the button that says "Staff/Faculty Travel Registration"

### Staff & Faculty

Faculty, staff, and postdoctoral research associates traveling to countries with a travel warning or alert must also register with UConn Global Affairs via the UConn Global Affairs faculty/staff registration form.

[Click here to access instructions](#)   for completing the UConn Global Affairs faculty/staff registration form.

[Staff/Faculty Travel Registration](#) 

3. Click "Register Now"

Staff/Faculty International Travel Registration	
<b>Program Terms:</b>	Academic Year, Calendar Year, Fall, Spring, Spring Break, Summer, Winter
<b>Restrictions:</b>	UConn applicants only

[Register Now](#) [Print](#)  
[Share This](#)

- Enter the academic term and dates that you will be traveling as well as the location. You can add more than one location and set of dates to your itinerary if you will be visiting multiple locations during your trip.

Available Terms	
<input type="radio"/>	Summer, 2015
<input type="radio"/>	Calendar Year, 2016
<input type="radio"/>	Spring, 2016
<input type="radio"/>	Winter, 2016
<input type="radio"/>	Academic Year, 2015
<input type="radio"/>	Fall, 2015
<input type="radio"/>	Summer, 2016

Itinerary	
Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.	
<b>Current Itinerary:</b>	
<b>Arrival Date:</b>	<input type="text"/> (Format: mm/dd/yyyy)
<b>Departure Date:</b>	<input type="text"/> (Format: mm/dd/yyyy)
<b>Location:</b>	Find location: <input type="text"/> <ul style="list-style-type: none"> <li>Aachen, Germany (Europe)</li> <li>Aarhus, Denmark (Europe)</li> <li>Accra, Ghana (Africa)</li> <li>Addis Ababa, Ethiopia (Africa)</li> <li>Adelaide, Australia (Australia/Pacific Islands)</li> <li>Aix-en-Provence, France (Europe)</li> <li>Albufeira, The Algarve, Portugal (Europe)</li> <li>Alcala, Spain (Europe)</li> <li>Alicante, Spain (Europe)</li> </ul>
<input type="button" value="Add to Itinerary"/>	

- Complete the questionnaires, signature documents, and registration fee on the form by clicking on the title of each item. There is no final 'submit' button on the form. It is complete when each item is checked off as "received."

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
<a href="#">Travel Waiver Application</a>	<input type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
<a href="#">Faculty/Staff Travel Information</a>	<input type="checkbox"/>
<a href="#">Family Member Emergency Contact Information</a>	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
<a href="#">U.S. Department of State Smart Traveler Enrollment Program</a>	<input type="checkbox"/>

- To obtain your "Ed Abroad Approval ID," click "Applicant Home" in the top right corner of your page. You will see your application ID number under your registration form.

