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## \* International Travel Registration



Overview

REGISTER HERE



### Trinity University Faculty / Staff International Travel Registration

All faculty and staff traveling abroad are required to register their trip in the TU International Portal (this website) and in the Smart Traveler Enrollment Program (STEP) by the U.S. State Department prior to Risk Management's review. You will need the following details before you can submit your registration.

- Purpose of Travel
- Emergency Contact Information
- Contact Information Abroad
- Air & Ground Transportation
- Lodging Information

**NOTE:** You will need your **exact travel dates** and **location(s)** abroad in order to start your applicaiton so please have these details ready.

You will be notified via email if your trip is approved. Please allow 10 business days for review. Any questions or concerns should be directed to the Office of Risk Management at 999-8919 or [riskmanagement@trinity.edu](mailto:riskmanagement@trinity.edu).



Study Abroad Office  
Center for International Engagement



Programs

LOGIN/REGISTER

- Study Abroad ▶
- International Students & Scholar Services ▶
- Faculty Resources ▶
- Risk Management ▶
- Health, Safety & Security Abroad ▶
- Post Graduate Opportunities
- About Us
- Request Info**
- Announcements**
- There are no announcements

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. x

### Please indicate how you will be logging in:

- I have a TU username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit



#### INTERNATIONAL STUDENTS

ISSS Website  
Summer Study at Home  
Travel & Visa Assistance

[Give to Trinity Study Abroad](#)

#### STUDY ABROAD / AWAY

Get Started Here  
Grants and Fellowships  
Summer Study  
Semester Study  
Beyond the Classroom (BIC) Study  
Study Away (Domestic)  
Student Resources

#### RISK MANAGEMENT

Risk Management Website  
International Travel Registration  
International Travel Policy  
Insurance Policy  
STEP Registration  
Health, Safety & Security Abroad

#### FACULTY RESOURCES

T-Learn Resources  
Travel & Visa Assistance  
Internationalizing the Curriculum

[Need help with our site?](#)



- Study Abroad
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- There are no announcements

## Security : Login (existing user)

To login, please enter your username and password in the form provided below.

### Please log in:

**Username:**

Enter TU username here

**Password:**

|

Login

Forgot your password?

New User Registration

#### New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

Recommender  
Reviewer  
Staff

#### Trinity Applicants, use TU Secure Login.

If you are a Trinity University student or faculty member, please login using your Trinity username and password. If you have any login issues, please contact us at: 210.999.8892. (More info: <https://password.trinity.edu>)

create the application, click on the 'Apply' button at the bottom of the page.

**Available Terms**

**Itinerary**

Please select the arrival and departure dates for each destination. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

**Arrival Date:**

**Departure Date:**

**Location:** Find location:

- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Aegina, Greece (Europe)
- Agen, France (Europe)
- Agra, India (Asia)

**Add to Itinerary**

« MAY 2021 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

mm/dd/yyyy

mm/dd/yyyy

enter city name here to find location

Add to Itinerary

Apply Cancel

### 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.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above:

- Florence, Italy (Europe)

Add to Itinerary

Apply Cancel



### 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.

Current Itinerary:

✖ Florence, Italy From: 05/24/2021 To: 05/31/2021

Arrival Date:

Departure Date:

Location: Find location:

- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Aegina, Greece (Europe)
- Agen, France (Europe)
- Agra, India (Asia)

Add to Itinerary

Apply Cancel

After you select, "Add to Itinerary", the location will appear at the top. You can select multiple locations.

### 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.

Current Itinerary:

✖ Florence, Italy From: 05/24/2021 To: 05/31/2021

Arrival Date:

Departure Date:

Location: Find location:

- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Aegina, Greece (Europe)
- Agen, France (Europe)
- Agra, India (Asia)

Add to Itinerary

Apply Cancel

Once you are done adding your locations, select, "Apply".



Start date: 05/24/2021

End date: 05/31/2021

[View program](#)



- Requirements <sup>1</sup>
- Program info
- Itinerary
- Documents



[Get Started!](#)

Online application

Travel Details



Requirements <sup>1</sup>

Program info

Itinerary

Documents



## Online application

### Travel Details

Please answer the questions below to the best of your ability.

#### 1) Location(s) abroad (REQUIRED)

Please list all the cities and countries where you plan to visit.

Florence, Italy

15 / 4000

#### 2) Purpose of Travel (REQUIRED)

To include research, conference, recruitment, etc.

Research

9 / 4000

#### 3) How will you travel to your destination? (REQUIRED)

Please provide your projected flight details to include flight numbers.

Projected flight details: May 24: SA to Florence Delta #1; May 31: Florence to SA Delta #2

91 / 4000

#### 4) Lodging Information (REQUIRED)

Enter your travel details, including your projected flight and lodging information in this section.



Requirements <sup>1</sup>

Program info

Itinerary

Documents

**9) Other travel destination(s) for work-related travel (REQUIRED)**

Will you travel to other cities and/or countries.

Yes  No

**10) Travel destination(s) for personal sojourn? (REQUIRED)**

Include all cities and countries.

Yes  No

*Auto-saved responses a minute ago*

Part 1 of 2 >



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Trinity University  
The Center for International Engagement  
One Trinity Place, San Antonio, TX 78212

studyabroad@trinity.edu  
001.210.999.7313 (office)  
**EMERGENCIES: 001.210.999.8822**



Requirements <sup>1</sup>

Program info

Itinerary

Documents

Contact the embassy

**17) How will you travel locally? (REQUIRED)**

Select all that apply

Taxi/Uber/Lyft/etc.

**18) Do you have hard/ electronic copies of your documents? (REQUIRED)**

We recommend that all travelers have color copies of identification, passport, credit cards, insurance card, and other documents in the event they are lost or stolen.

Yes  No

**19) Do you have phone numbers/ contact info kept outside of your phone? (REQUIRED)**

We recommend you keep important phone numbers and other contact information outside of your cell phone in the event your phone is lost or stolen?

Yes  No

**20) Comments**

Thank you!

---

10 / 4000

*Auto-saved responses a minute ago*

Part 2 of 2

Complete the details on Page 2, and select "Done".

Done



Start date: 05/24/2021

End date: 05/31/2021

[View program](#)



Requirements Program info Itinerary Documents

You have completed all the current requirements for this application. It is ready to be submitted to the office.

[Submit your application](#)



### Online application

**Travel Details**

Please answer the questions below to the best of your ability.

11) Department of State and CDC Travel Advisories (REQUIRED)



Start date: 05/24/2021 📅

End date: 05/31/2021 📅

[View program](#)



⚠️ Requirements

📁 Program info

📅 Itinerary

📎 Documents

Thank you! Your International Travel Registration has been submitted and will be reviewed by Risk Management shortly. 05/27/2021

Indicates you have submitted your application.



### Completed Requirements

Type	Name	Date Submitted	Actions
📄	Travel Details	05/27/2021	👁️