Faculty/Staff Members/Student Group Coordinator: If applicable, prior to beginning the Travel Registration process, your trip must be approved in ARIBA by your supervisor.

Individual Students: Complete International Travel registration process directly.

1. Access the International Travel Registration area on the NSU Office of International Affairs website. Click on Faculty/Staff/Student/Student Groups. You will be asked to authenticate yourself using your NSU User Name and Password. Click on: Complete the NSU Travel Registration process and you will be directed to Manual Trip Entry page.

2. Follow instructions as the WorldCue area opens up (Contact Information and Emergency Contact Information). Please note that you must use your NSU email as the primary email address.

3. On the Itinerary Information page, enter any five digit combination of numbers”. Please note that previously used combinations cannot be utilized for subsequent trips.

4. As you are entering your trip, you MUST enter ALL legs of your trip (Air, Hotel, Rental Car, etc.). Once you have entered all legs of the trip, click on Finish.

5. Immediately after clicking on Finish, you will receive an e-mail with instructions to complete the process. Complete ALL the steps. You MUST complete the Emergency Contact Information as well as the PASSPORT and CITIZENSHIP information to your profile before the trip can be approved.

6. If you need to change, edit, or update your final flight and/or hotel details, log on to https://traveler.worldcue.com with your WorldCue user name and password to access your record. Be sure to save any changes you make to the record.

7. Please e-mail Ms. Elizabeth Guimaraes (guimarae@nova.edu) and Dr. Anthony DeNapoli (denapoli@nova.edu) when you have submitted your trip.

8. If you are a U.S. Citizen or permanent resident, your final step in the international trip registration process is to register each trip with the U.S. State Department Smart Traveler Program: http://www.nova.edu/internationalaffairs/travelreg/index.html. This registration alerts embassy personnel from the U.S. Embassy or Consulate that you are in that country, and provides them with your contact information in the event of an emergency situation in that country that requires U.S. Government intervention.

May 2017