

## NSU International Travel Registration Procedures Quick Reference Guide

**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 for your **CONFIRMATION** number. **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](mailto:guimarae@nova.edu)) and Dr. Anthony DeNapoli ([denapoli@nova.edu](mailto: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.

### **SPECIAL INSTRUCTIONS FOR TRAVEL TO CUBA**

Faculty, staff or students who are contemplating travel to Cuba must follow this process:

1. Contact Ms. Elizabeth Guimaraes ([guimarae@nova.edu](mailto:guimarae@nova.edu)) in the Office of Risk Management, or Dr. Anthony DeNapoli ([denapoli@nova.edu](mailto:denapoli@nova.edu)) in the Office of International Affairs to discuss the parameters of the proposed trip and seek preliminary approval.
2. Upon receiving written approval to proceed from Ms. Elizabeth Guimaraes or Dr. Anthony DeNapoli, contact your VP, Dean, or immediate supervisor for secondary approval.

3. Once the trip is approved by your immediate supervisor you must complete the US Department of the Treasury's Office of Foreign Assets Control (OFAC) Cuba US Travel Certification form. Click on this link to access the form (***add link to the form and FAQ's here***). You must send a copy of the executed certification form to Ms. Elizabeth Guimaraes prior to proceeding with any travel arrangements.

***TRIPS TO CUBA WILL NOT BE AUTHORIZED/APPROVED UNTIL THE EXECUTED CERTIFICATION FORM IS RECEIVED BY MS. ELIZABETH GUIMARAES. YOU WILL RECEIVE WRITTEN CONFIRMATION OF RECEIPT OF THIS FORM.***

4. Once you receive written confirmation from Ms. Guimaraes, you must then follow the regular international travel registration process outlined in steps 1 through 8 above to complete the registration process with WorldCue.

[PLEASE REVIEW THE OFFICE OF FOREIGN ASSETS CONTROL FREQUENTLY ASKED QUESTIONS RELATED TO CUBA.](#)