Quick guide to the Fordham Travel Registry

1. From the Study Abroad homepage click on the **Register international travel**....

   We look forward to working with you as you experience the “world as your classroom.”
   
   - Fordham University’s undergraduate study abroad participation rate in the 2018-2019 academic year was 47%
   - Fordham University is ranked **2nd** in the New York metropolitan area and **31st** in the US for the percentage of our undergraduate students who study abroad each year according to IIE’s Open Doors Report
   - Fordham University offers over 110 study abroad programs in 52 countries, on 6 continents

   ![Search Our Programs](image)
   ![View Our Brochure](image)
   ![Log in to the Study Abroad Portal](image)
   ![Register international travel in the Travel Registry](image)

2. Login with your Fordham credentials

![Welcome to the Fordham University Travel Registry](image)
3. If it’s your first time logging in, you will be prompted to add your contact information

4. On the top left of the screen click “add new trip” and input your trip details. From the drop down menu, be sure to select **Study Abroad Undergraduate Student Independent Travel** for your “Reason for Travel”
5. Complete Itinerary details such as proposed method of transit, times, etc. Be sure to have confirmation of your transportation and lodging details ready as this is required for all travel. *(NOTE: Tentative travel plans are acceptable however your request will go through another approval process after updating your trip)*

![Itinerary details form]

6. **DO NOT** add travel companion(s) to your trip as each study abroad student must complete their own trip request through the Travel Registry.

![No companion added]

![Error message]
7. When completing the Travel Registration form select the appropriate study abroad program you are participating in (e.g. London, Granada, Partner).

Weekend in Bristol  
Mar 18, 2022 to Mar 20, 2022 (2 days)

8. Review essential content. E-sign required forms and complete any questionnaire(s).
If required, you may be asked to complete additional forms for approval (see samples)

9. Submit for approval

You have to submit your trip in order to be approved, Click on 'Save and Submit for Approval' and then 'Submit' in the confirmation modal

10. Student will be notified when and if travel is approved