

## Notification of Travel for Faculty & Staff, Student

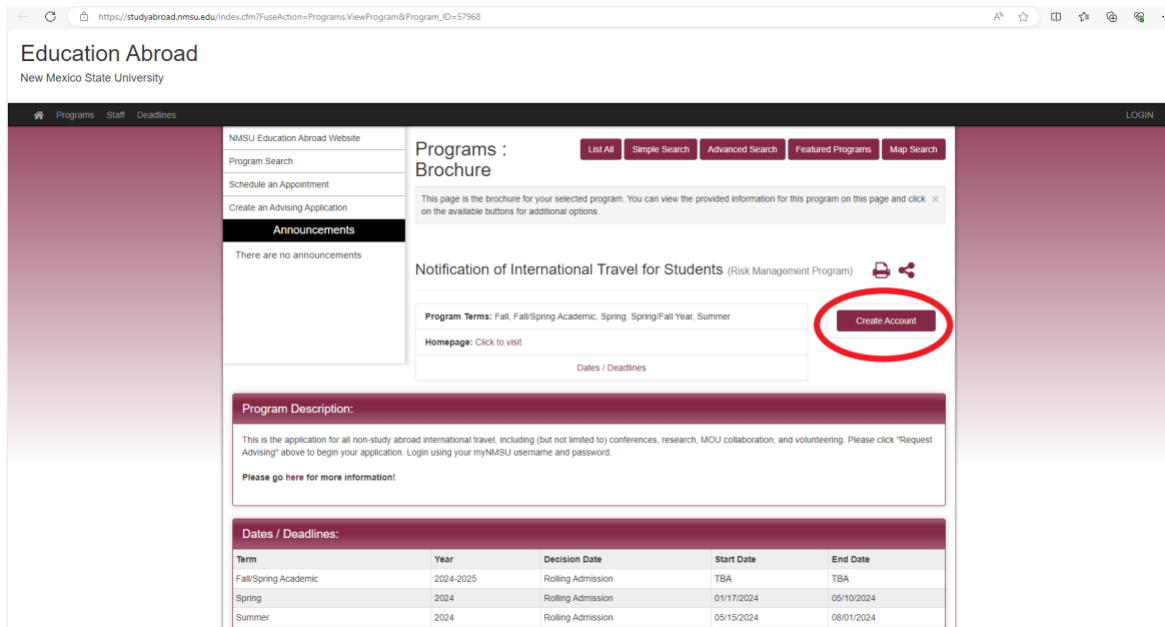
To begin the process, **start by selecting the appropriate link:**

- [Notification of International Travel for Students](#)
- [Notification of International travel Faculty/Employee](#)

This link will take you to the NMSU International Travel Risk Management system, where you will make an account.

**\*Please note that this link will be used when entering a new itinerary/ application anytime there is travel and will be needed every time.**

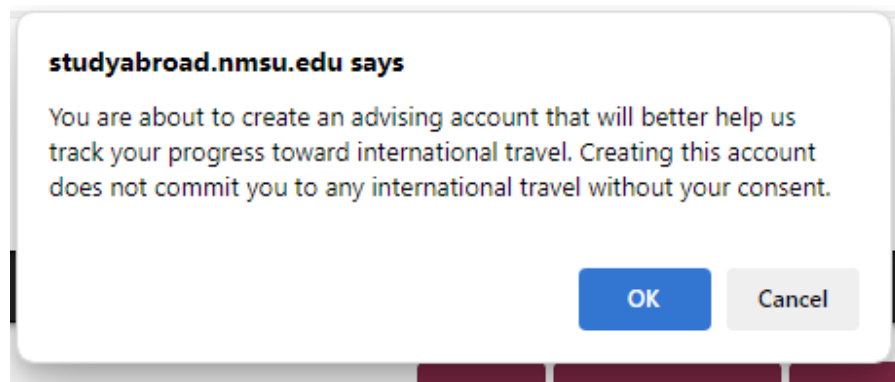
1. Click on “Create Account.”



The screenshot shows the 'Education Abroad' website for New Mexico State University. The page title is 'Education Abroad' and the URL is 'https://studyabroad.nmsu.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\_ID=57968'. The page features a navigation menu with 'Programs', 'Staff', and 'Deadlines'. The main content area is titled 'Programs : Brochure' and includes a search bar with options for 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', and 'Map Search'. Below the search bar, there is a section for 'Notification of International Travel for Students (Risk Management Program)' with a 'Create Account' button circled in red. The page also includes a 'Program Description' section and a 'Dates / Deadlines' table.

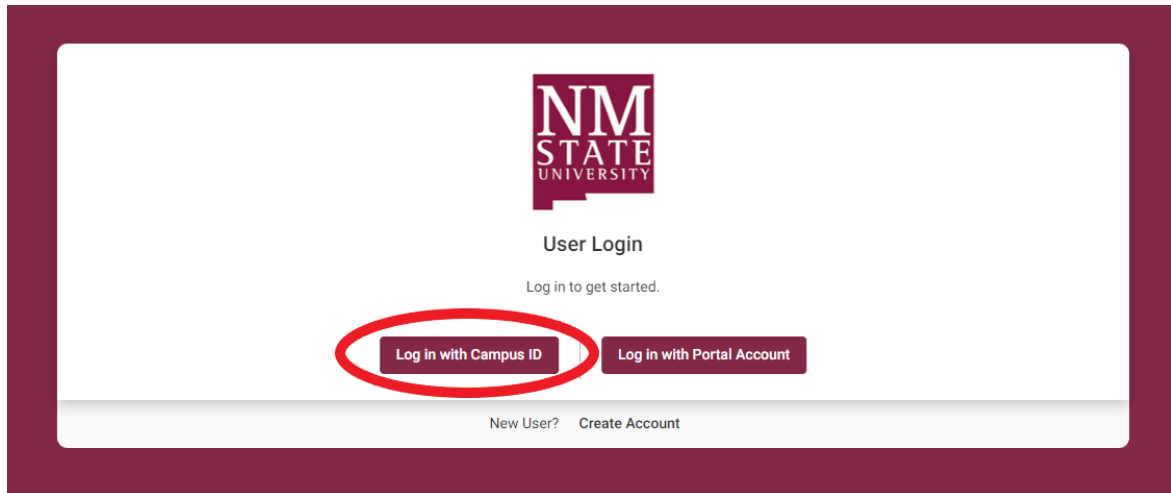
Term	Year	Decision Date	Start Date	End Date
Fall/Spring Academic	2024-2025	Rolling Admission	TBA	TBA
Spring	2024	Rolling Admission	01/17/2024	05/10/2024
Summer	2024	Rolling Admission	05/15/2024	08/01/2024

2. Read the disclaimer, and select “OK”



The screenshot shows a disclaimer dialog box from 'studyabroad.nmsu.edu'. The text reads: 'You are about to create an advising account that will better help us track your progress toward international travel. Creating this account does not commit you to any international travel without your consent.' At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

3. Click “Log in with Campus ID” and login with your NMSU credentials



4. The next page will be Core Information. Please fill this out to set up your account.

## Education Abroad

New Mexico State University

A screenshot of the "Applications : Core Information" form. The form has a header "Applications : Core Information" and a sub-header "Required Information:". Below the sub-header, there are two dropdown menus: "Gender: - Select -" and "Date of Birth: - Month - - Day - - Year -". At the bottom right of the form, there is a "Save" button. A message at the top of the form states: "Before proceeding to your home page, certain required information must be provided."

**\*\*Please note: Traveler’s who have traveled and fill this out before will be taken to STEP 7 once you click “Create Account.”**

5. Once you are done filling out the information logout or close tab. Click the appropriate link again:

- [Notification of International Travel for Students](#)
- [Notification of International travel Faculty/Employee](#)

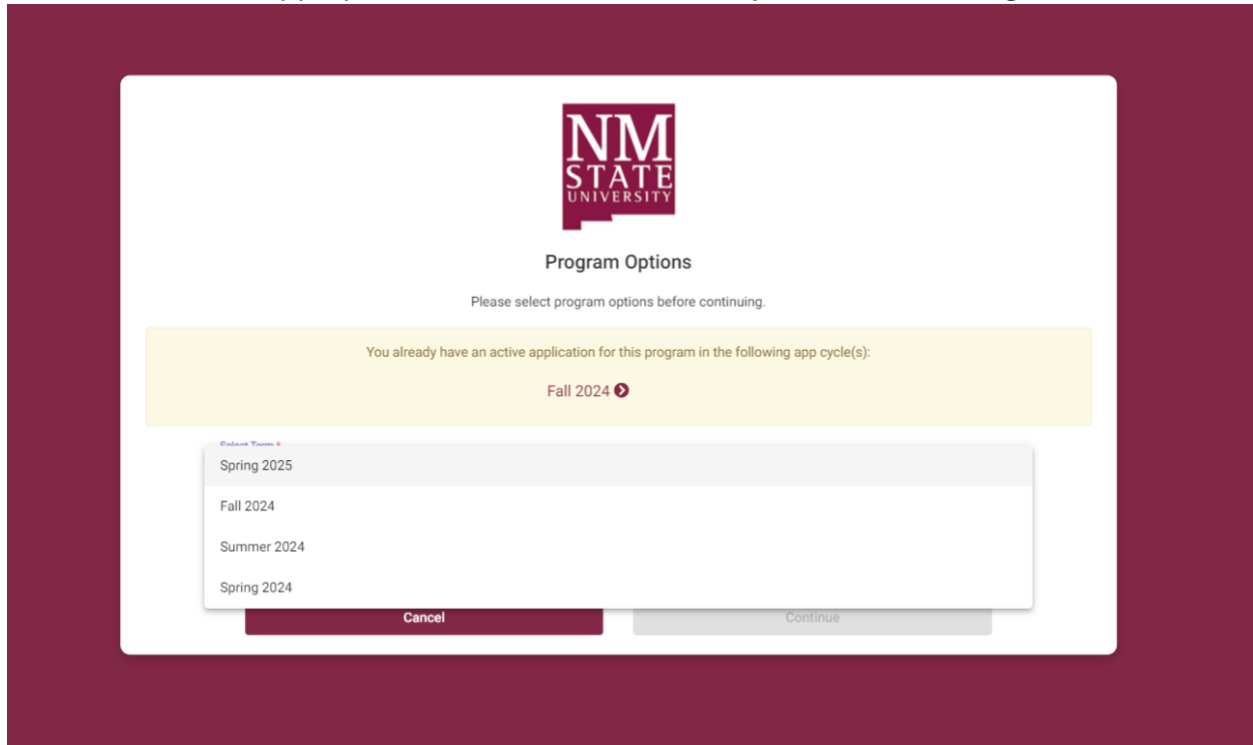
6. The link will take you back to the page from step 1. Click “Create Account” again.

The screenshot shows the 'Education Abroad' website for New Mexico State University. The main content area is titled 'Programs : Brochure' and features a search bar with options for 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', and 'Map Search'. Below the search bar, there is a section for 'Notification of International Travel for Students (Risk Management Program)'. This section includes a 'Program Terms' field with the text 'Fall, Fall/Spring Academic, Spring, Spring/Fall Year, Summer' and a 'Homepage: Click to visit' link. A 'Create Account' button is prominently displayed and circled in red. Below this section is a 'Program Description' box with text about non-study abroad international travel and a link for more information. At the bottom, there is a 'Dates / Deadlines' table.

Term	Year	Decision Date	Start Date	End Date
Fall/Spring Academic	2024-2025	Rolling Admission	TBA	TBA
Spring	2024	Rolling Admission	01/17/2024	05/10/2024
Summer	2024	Rolling Admission	05/15/2024	08/01/2024

Once you click create account again, it will take you to the Program selection page.

7. Select the most appropriate term for the time frame you will be traveling for:



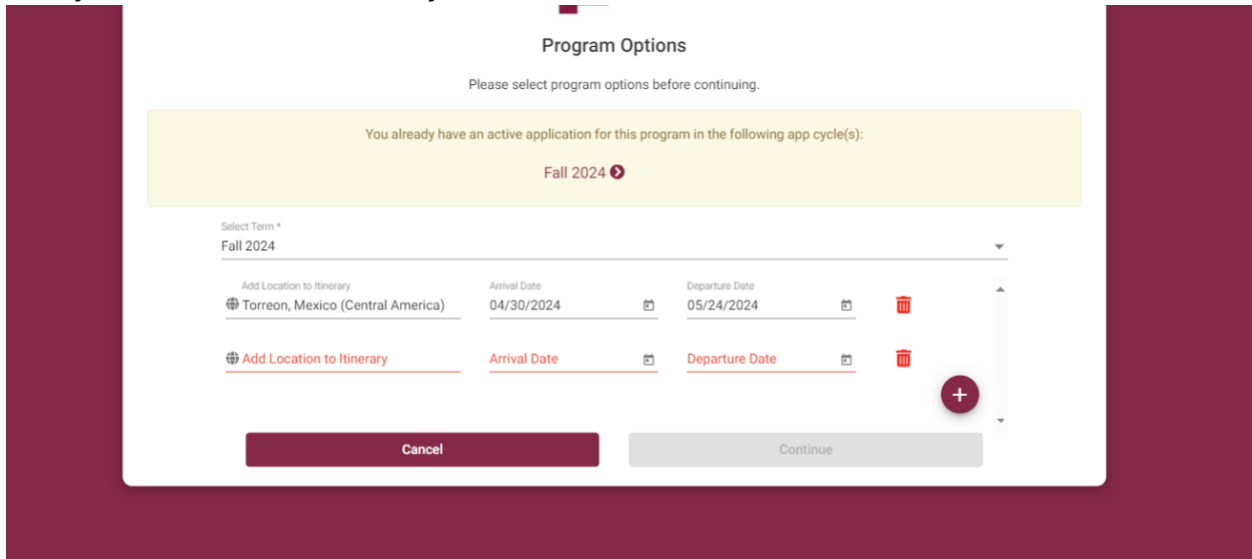
- Fall: Travel that takes place during the fall semester (August – December)
- Fal/Spring: Travel that takes place for a long period, roughly for the full academic year (August – May)
- Spring: Travel that takes place during the spring semester (January – May)
- Spring/Fall Year: travel that takes place for a long period, roughly for the full calendar year (January – December)
- Summer: Travel that takes place during the summer (Mid-may – Early August)

**\*\*If your travel term is not listed, please select the one closest to your travel form. The office should be able to correct this once all steps have been taken.**

6. Input your travel itinerary.

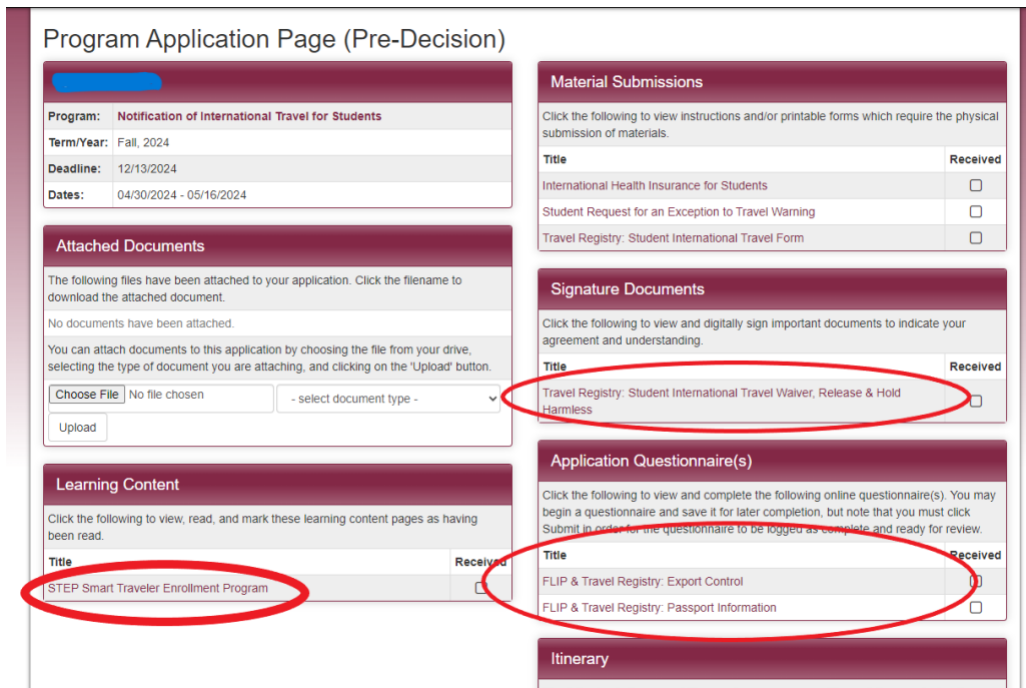
A screenshot of the travel itinerary input form. At the top, there is a "Select Term" dropdown menu with "Fall 2024" selected. Below this is a table with three columns: "Add Location to Itinerary", "Arrival Date", and "Departure Date". The first row contains the following data: "Torreon, Mexico (Central America)", "04/30/2024", and "05/24/2024". There are icons for a calendar, a trash bin, and a plus sign (+) next to the departure date. At the bottom of the form are two buttons: "Cancel" and "Continue".

You may input multiple locations by clicking the “+” button. The start date should be the date you arrive to the in-country.



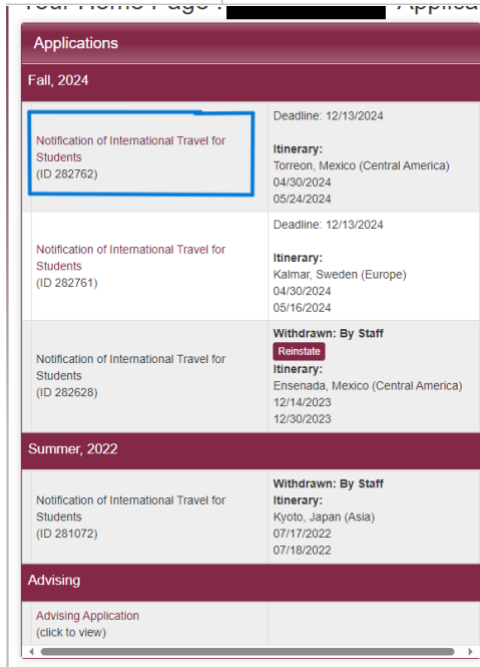
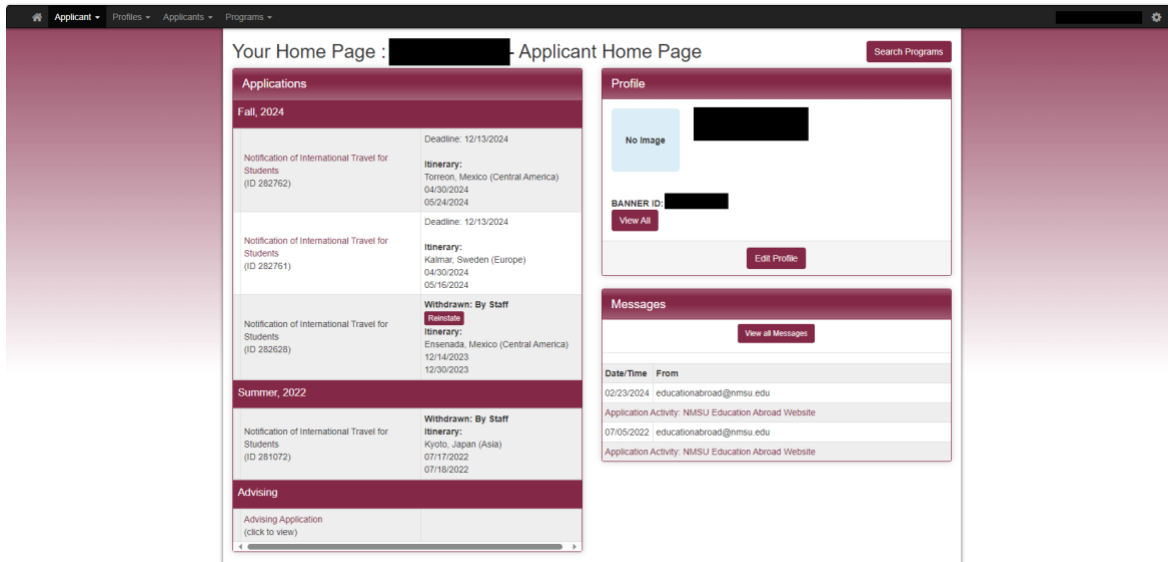
Once all the travel itinerary is entered, click continue.

7. The next page will be the updated application page. Please answer and fill out the questionnaires and documents that are circled below which be accessed by clicking each items' title. As these are completed the boxes will automatically checkmark. The “Materials Submissions” box will be updated by the Provost Office once the approved travel form is received and the terra dotta account has been made.



8. To logout, click the gear in the upper right corner and click “Logout.”

To go to your Application Home Page you can go directly to the [Login Wizard](#) and login like before using your NMSU credentials. This will allow you to view current and previous travel. To access any approved travel forms, click on the highlighted name of the travel under “Applications.”



This will take you back to the Program Application Page. The approved travel form will be uploaded into Attached documents.

Updated 04.12.2024