

Travel *at* State

TIP OF THE WEEK

GLOBAL TRAVEL REGISTRY

WHAT IS IT?

- A tool for registering MSU-affiliated international travel
- Activates international health insurance
- Allows the Office of International Health and Safety to offer travel safety support

WHO?

MSU-affiliated int'l travelers:

- MSU faculty and staff
- Students: For credit & non-credit
- Non-university personnel



WHY?

- Important pre-departure info to travelers
- Medical resource aid pre + during trip
- Seamless ID and communication to travelers in need
- Oversight when emergency situations arise



ACCESS TRAVEL REGISTRY

- Log-in with MSU Net ID & password
- Enter personal contact information
- Add passport, visa or green card info
- Verify emergency contacts



REGISTER YOUR TRIP

- Add location(s) & dates of travel
- Select Travel Funding source
- Select reasons for travel
- Enter additional travelers
- Add in-travel contact info



GET STARTED!

STEP 1: Go to travel.msu.edu

STEP 2: Complete Pre-Trip Authorization

STEP 3: Select "Know Before you Go"

STEP 4: Click on "MSU Global Travel Registry"

