

## TRAVEL REGISTRY

Carleton University students, staff and faculty are asked to register in the CU Travel Registry when participating in university related travel outside of Canada. In the event of a natural disaster or emergency in your location, the University will make every effort to communicate with you as soon as possible and offer any assistance feasible. It is essential that you include updates to your travel plans in the registry as soon as they occur.

### Instructions:

#### **PART ONE: Adding a Travel Record**

1. Log in to your Carleton Central account
2. Under 'Personal Information', select **Travel Registry**
  - a. If you have not already provided an emergency contact, you must enter an emergency contact in order to submit your travel information. To do this, return to the main menu and under 'Personal Information', select **Personal Emergency Contact Information**. Return to **Travel Registry** (under 'Personal Information').
3. Click on the **Add Travel Record** button to initiate an entry. Complete a separate entry for each leg of your journey (e.g., If you are visiting London before travelling to Paris, create an entry for each destination).
4. Input the following information:
  - a. Date of Departure
  - b. Date of Return: If you are travelling to more than one international location, your expected date of return is the date you will be leaving to go onto your next destination. (**Note:** this does not apply to destinations you visit on connecting flights during the course of your travel).
  - c. Reason for Travel:
    - i. All students **except** those in the Bachelor of Global & International Studies (BGInS) program, select "Academic Exchange"
    - ii. Bachelor of Global & International Studies (BGInS) students select "BGInS IER" and then select their applicable IER option from the "BGInS IER" dropdown menu (e.g., International Exchange).
  - d. Out of Country Contact Number: Provide an **Emergency Contact** with whom University officials can communicate.
  - e. Destination: Indicate the **Host Institution** you will be attending. (Note: Canadian institutions are listed first, from A to Z, followed by international institutions from A to Z)
5. Based on the Reason for Travel, a list of required documents will be provided in the 'Documents' table. Instructions on how to upload required documents are included in **Part Two** of this document.
6. Click the "Submit" button at the bottom of the screen to create your travel registry.

If you receive an error message, attempt the process in another browser. We recommend Explorer, Chrome, or Firefox.

## **PART TWO: Document Upload**

The required exchange documents are listed below and must be completed and signed before uploading on Carleton Central.

- [Consular Report/Proof of Insurance](#)
  - [Certificate of Arrival](#) (after arriving at the host country)
  - [Certificate of Departure](#) (before departing the host country)
1. Upload the required information in “**Step 1: Uploading Documents**” by:
    - a. Choosing the Document Type
    - b. Browsing to select the appropriate file
    - c. Clicking “Upload Document”
  2. Finalize the Documents in “**Step 2: Finalizing Documents**”: This step allows you to review the documents you have uploaded to ensure they have been completed correctly before saving them. The system will not allow you to upload a new version of the same document once you have clicked “Finalize”.
    - a. When you are sure the documents are correct, click the “Finalize” button beside each file to save the document. Or click the “Delete” button to remove the file if needed.
  3. Once all of the documents have been finalized, click the “Return to Summary” button.
  4. Exit the Travel Registry.

**Note:** If you need to revise the information you provided for a specific travel record, you can return to the Travel Registry to make changes. From the main menu in Carleton Central, go to “Personal Information” and select “Travel Registry”. Then scroll down to see your list of travel records. Under “Actions” click “View or Update” to change the information for a particular record. If you click “Upload Documents” you can add a new document to your travel record.

If you have any questions, please contact the Exchange Team at the International Student Services Office, 128 Nideyinàn, at [exchange@carleton.ca](mailto:exchange@carleton.ca)