



Instructions for Registration of International Travel (Individual)

Last Updated On: Mar 19, 2025

- Navigate to travelregistry.bc.edu
- Click **BC SSO LOGIN**
- Setup a profile and confirm the information is correct
 - o Remember to **enter your date of birth** (click on the show more button if you don't see the field for date of birth)
 - o Enter emergency contact information if it isn't already there
- Select **ADD NEW TRIP**
 - o Enter Itinerary Information for Trip
 - o Select **ADD DESTINATION** and enter details for multiple locations if applicable
 - ◆ Click **Continue**
 - ◆ **Do not add USA as final destination**
 - o Enter airline and lodging information if you know it (**you can also skip this section and come back later after saving and submitting the registration**)
 - ◆ Click **Next**
 - o Answer Export Control Criteria questions (if meet criteria, you will be asked additional questions later)
 - o If traveling with BC-owned information technology, provide the details
 - o Answer Research and IRB questions
 - o Answer School/Department/Institute/Program questions
 - o Answer Trip Affiliation for Insurance questions, select if your travel insurance is being arranged by your unit
 - ◆ Click **Next**
- Go to **Useful and Essential Content**: Click to view and familiarize yourself with the information.
 - o If your destination is considered to be potentially high-risk, there will be a signature form, click and sign if you agree to the terms.
 - o Download and activate the [AlertTraveler](#) app on your mobile device. [AlertTraveler](#) is available in the [App Store](#) or [GooglePlay](#). After downloading the app, go to your user [PROFILE](#) in the travel registry to obtain your mobile app password. You will only have to login once on your phone
 - o Read General Briefing for International Travel

◆ Click **Save and Finish**

- If your itinerary meets Export Control Criteria, upon saving you may see a notification of additional required questions.
 - You will see an **exclamation point** on any remaining forms or essential content that you still need to complete.
- **Save and Submit** after completing the remaining requirements
 - Depending on the location and activities of your itinerary, you may be contacted by the Office of Research Security, Integrity and Compliance, and Office of Global Engagement for additional steps)
 - If your itinerary includes potentially high-risk destinations or certain export control criteria, an approval process will be initiated upon completion of registration.
- After you complete the registration, you will be enrolled in travel insurance and receive an email with all the insurance documents before your departure date.
- Please remember to also enroll your itinerary with the Department of State's [STEP](#) program

If you have any questions or would like any assistance with utilizing the registry, please contact: Sam Gras, Associate Director of Global Safety and Security at the Office of Global Engagement samuel.gras@bc.edu Office Phone: 617-552-1240

Creating a Trip Itinerary by Forwarding an Email from Travel Vendor

The other method by which a trip can be created is through an automated import process called “email scraping.” This method offers travelers the convenience of importing data directly from their trip confirmation emails into the travel registry site.

The Travel Registry supports email scraping for emails received from all major airlines, hotel chains, car rental companies, travel websites, and other travel-related vendors.

To use this feature:

(1) Create User Profile in the Travel Registry First:

- Navigate to travelregistry.bc.edu
- Click BC SSO LOGIN
- Setup a profile and confirm that information is correct

(2) Forward the travel confirmation email from their Boston College email address to tripregistry@bc.edu.

(3) Go to travelregistry.bc.edu to complete the next steps. Remember: sending the emails only means that we start a new travel for you automatically and you still have to go through the whole forms and read the essential contents.