



Study Abroad Student OIA Travel Registry Requirements

All students participating in study abroad experiences are required to submit a Study Abroad Application (the link is located in the Education Abroad section of the OIA webpage along with a link to apply for the OIA Study Abroad Scholarship). Student Study Abroad travel is processed through the **OIA Travel Registry** (<https://travelregistry.ncat.edu>). **Travel must be submitted in the OIA Travel Registry at least forty-five (45) days prior to the planned departure date.**

Students are responsible for uploading the required forms listed below which are also located in the **International Travel** section of the OIA webpage (<https://www.ncat.edu/academics/international-affairs/international-travel/index.php>).

Students must log into the OIA Travel Registry using their **OneID credentials** and select "**Study Abroad Students**" as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- Itinerary
- Study Abroad Program Details
- Provider Information (if applicable)
- Insurance Coverage Information
- Upload Copy of Passport
- Upload Student Conduct Pledge
- Upload Parent/Guardian Communication Form (if applicable)
- Upload International Travel Health Form
- Upload Receipt of Payment for International Travel Health Insurance
- Upload Terms and Conditions of Placement Form (if applicable)
- Upload Student Release Authorization Form
- Upload Student Budget (if applicable)
- Upload Course Approval Form (if applicable)
- Upload Travel Exception Form (if applicable)
- Upload Copy of Required Travel Visa (if applicable)
- Acknowledgement of University Travel Policy

Insurance Requirements: Students are required to complete the following steps:

- Complete the **Insurance Roster Form** (available in the International Travel section of the OIA webpage) and request the **Insurance Transmittal Form** from Alitta Satchell (agsatchell@ncat.edu) as it contains sensitive fund information.
- **Submit payment along with the Insurance Transmittal Form** to the **Office of the Treasurer** (First floor of the Dowdy Building). Online payment is not available at this time.
- After receiving your receipt, upload proof of payment in the OIA Travel Registry in the designated upload section, and send both the receipt and the Insurance Roster Form to Alitta



Satchell who will then enroll travelers in **GeoBlue International Travel Health Insurance**.

All travelers are required to purchase and enroll in GeoBlue International Travel Health Insurance, regardless of whether insurance is provided by their travel provider.