



## **Study Abroad Student OIA Travel Registry Requirements**

Student study abroad travel is processed through the OIA Travel Registry (<https://travelregistry.ncat.edu>). The **Fall/Summer Application Deadline is March 15<sup>th</sup>** and the **Spring Application Deadline is October 15<sup>th</sup>**.

Students must select “**Study Abroad Students**” in the OIA Travel Registry, as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- ✓ Study Abroad Program Details
- ✓ Provider Information (if applicable)
- ✓ Upload Proof of Insurance
- ✓ Upload Copy of Required Travel Visa (if applicable)
- ✓ Upload Copy of Passport
- ✓ Upload Student Conduct Pledge
- ✓ Upload Travel Exception Form (if applicable)
- ✓ Acknowledgement of University Travel Policy

**\*Travelers are required to complete the Insurance Roster Form, the Insurance Transmittal Form, and make payment for insurance at the Office of the Treasurer** (forms and payment cannot be accepted online at this time). Upon receiving your receipt, please upload proof in the file upload section, **and** send a copy to Alitta Satchell (agsatchell@ncat.edu).