Instructions for those who *have* a Middlebury or MIIS Email Account

Please allow 5 minutes to complete your travel registration. Before beginning this process please have the following required information available as once you start your travel registration form you will not have the option to save your information and come back and complete it at another time:

- Your travel dates. These are the dates of the program or your business/research travel. Please do not include any independent travel dates.
- Your passport number (If you do not have a passport, please apply for one right away. You will be able to enter "in progress.")
- An emergency contact name, phone number and email address

PLEASE USE ONLY CHROME OR FIREFOX AS YOUR WEB BROWSER

1. **Go to http://www.middlebury.edu/international/travel or go/travelregistration**.
   Click Register Now.

2. **Indicate how you will be logging in**.
   Choose: I am a current Middlebury/MIIS student or employee and will use my MNET username and password. Click Submit.

3. **Log in.**
   Enter your username and password. This is your Middlebury/MIIS email address and password connected to your outlook account. For example: your use name would be jdoe if your email address is jdoe@middlebury.edu. If you do not have a Middlebury/MIIS email address and password, please contact your program provider.
   Click Login.

Middlebury College Central Authentication Service

Enter your Username and Password

Username or EMail: [_____]

Password: [_____]

☐ Warn me before logging me into other sites.

[LOGIN] [CLEAR]

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

If you do not have a Middlebury account, you can register a guest account here.

Languages:
- English
- Spanish
- French
- Russian
- Nederlands
- Svenskt
- Italiano
- Urdu
- Chinese (Simplified)
- Deutsch
- Japanese
- Croatian
- Czech

4. **Enter Applicant Information.**

Complete the applicant questions. Once you register your first trip, you will not be asked for applicant information when registering future trips.

5. **Enter Itinerary Information**.

Itinerary Fields:

Arrival Date: Use the calendar icon to select your arrival date. This is the start date of your college sponsored activity abroad. Please do not list any independent travel dates and remember only list the arrival date for travel outside of the 48 contiguous states.

Departure Date: Use the calendar icon to select your departure date. This is the end date of your college sponsored activity abroad. Please do not list any independent travel dates and remember only list the departure date for travel outside of the 48 contiguous states.

Location: Enter your location city in the find location field. If your destination city does not appear in the drop down box, a search box will appear. Click the search box to run a search on the external location database. If your city still does not appear, please email International Programs at iinternationalprograms@middlebury.edu to request that your location be added to the existing list. Click Add to Itinerary.

Your Home Page : Available Program Terms   ☐ Hide Tips

To create your application, Select the term and year to which you are applying and build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button.. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

○ Travel Registration, 2014

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Arrival Date:	☐ [____] (Format: mm/dd/yyyy)
Departure Date:	☐ [____] (Format: mm/dd/yyyy)
Location:	Find location: [enter city name here to find location]

Aberdeen, Scotland (Europe)
Aberdeen, United Kingdom (Europe)
Aberystwyth, Wales (Europe)
Abuja, Nigeria (Africa)
Accra, Ghana (Africa)
Addis Ababa, Ethiopia (Africa)
Adelaide, Australia (Oceania)
Adelaide, Australia (Australia/Pacific Islands)
Ahmadabad, India (Asia)

[Add to Itinerary]

If you are traveling to multiple locations, you need to enter the arrival date, departure date, and location and then click "Add to Itinerary" for each location. Make sure that the departure date for one location does not overlap with the arrival date of your next location.

You will be able to see each itinerary as you enter it. If you make an error, click the "X" to delete the itinerary and re-enter the information.

6. **Enter Travel Information**.
   Complete the travel questions.

7. **Read the Acknowledgement and Assumption of Risks and Release Agreement.**
   Click I Agree.
   Click Submit.

   You will receive an email confirming that you have completed the travel registration form.