



The UCF Travel Registry allows us to pull a list of UCF travelers paired with their destinations and contact information for locations all over the world. This information allows us to notify travelers of important information that they may need in case of emergency. Registration is also required to receive coverage under the UCF Travel Accident & Sickness insurance policy and for the creation of a Purchase Order (PO).

- Please note that no one other than you cannot input the information into the system because it requires the use of your NID password.
- Please contact us at intlsafety@ucf.edu.

How to register:

Step 1: Visit <https://www.international.ucf.edu/>

ANNOUNCEMENTS

- Call for Proposals – 2017 Summer Faculty Development Conference
- Florida Linkage Institutes – Applications Open!

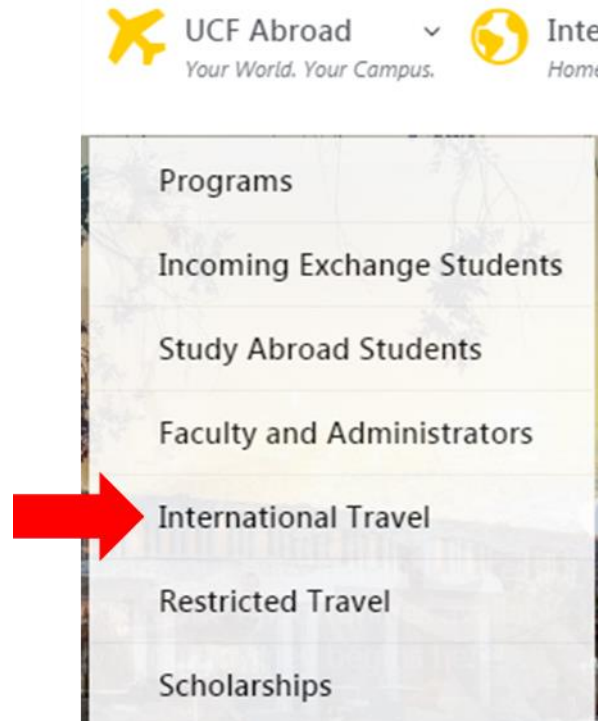
TOP STORIES

International Art Exchange
International Art Exchange On January 23rd, UCF Global welcomed Consul-General of Colombia, Eliana Pedrozo, to a ceremony where she presented the University ...

Learn More!



Step 2: Place your mouse over the **UCF Abroad** tab and select **International Travel**.



Step 3: Click on **Register for Student Travel**.



Student Travel Registration

The University has purchased a [Travel Accident and Sickness policy](#) to cover students traveling overseas for UCF-sponsored educational purposes. In order for coverage to be effective for your trip, UCF Environmental Health & Safety (EH&S) is requiring all such students to register their travel with the University using the link below. Should you have any questions or concerns about the insurance, please contact EH&S at Blake.Lovvorn@ucf.edu or 407-823-6300.

[Register for Student Travel](#) ➔



Step 4: Click *I have a NID username and password* then submit

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1 Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- I have a **NID** username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

Step 5: Log in using your *NID* and *Password*.

UCF Federated Identity

Login to Terra Dotta Software SP for University of Central Florida

NID

Password

Sign On

Terra Dotta Software SP for University of Central Florida

You have asked to login to Terra Dotta Software SP for University of Central Florida

What is my NID?

NID Password Reset

Trouble Signing On?

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy .

Step 6: In the *Itinerary* box enter the Arrival Date, Departure Date and Location then **Add to Itinerary** for every city you will be staying overnight.

- IF YOU ARE TRAVELING BEFORE OR AFTER THE UNIVERSITY SPONSORED TRAVEL PLEASE INCLUDE THESE DESTINATIONS.
- A day trip from Berlin to Dresden back to Berlin, for example, would be listed as a day of your overall stay in Berlin.



- If you are traveling overnight to a location simply list the arrival and departure date of the next city in which you will be overnight.
- For example: 1/1/2017-1/5/2017 Madrid, Spain; 1/6/2017-1/8/2017 Valencia, Spain; 1/9/2017- 1/10/2017 Madrid, Spain

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:

Departure Date:

Location: Find city:

- Abu Dhabi, United Arab Emirates (Middle East)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Ahmedabad, India (Asia)
- Aix-en-Provence, France (Europe)
- Akune, Japan (Asia)
- Al Ain, United Arab Emirates (Middle East)
- Alajuela, Costa Rica (Latin America)
- Alcalá de Henares, Spain (Europe)
- Alcamo, Italy (Europe)
- Amalfi, Italy (Europe)

Add to Itinerary

Step 6: In the *Travel Info* box enter:

For Students:

1. Purpose of the trip: Please check all that apply. (*)
 - a. Conference
 - b. Field Placement
 - c. Internship
 - d. Research
 - e. Service
 - f. Study Abroad
 - g. Teaching
 - h. Volunteer UCF (VUCF)
 - i. Volunteering
 - j. Other
2. Please explain your answer to question 1. (*)

What is the name/webpage of the program, conference, provider, organization, etc. for which you will be traveling? [short answer]



3. Will you be receiving academic credit? (*) [Yes No]
4. Are you traveling with UCF faculty or staff at any point in this itinerary? (*) [Yes No]
5. Emergency contact at UCF:
This should be an advisor or faculty member who knows about your trip. Please include their name, email and phone number if possible. [short answer]
6. Emergency contact abroad:
Please include the name, phone number and email address of an emergency contact in the country or countries you are visiting. [short answer]
7. Other than your UCF email, is there another way we can contact you in case of an emergency? (This may be an alternate email, phone number, social media handle, etc.) [short answer]
8. Email address Is your destination considered restricted according to the [UCF Restricted Travel Policy](#)? (*) Generally this policy applies to all Department of State Travel Warning countries. For a more thorough explanation please visit: <https://www.international.ucf.edu/ucf-faculty-and-scholar-research/restricted-travel/> [Yes No]

Student Travel Info:

Instructions:

Please fill in any additional trip information for our records.

Please note: by filling out this travel registration you are agreeing to the following

1. The student understands that UCF Abroad follows the FERPA guidelines outlined by the University.
2. The student understands that it may be necessary for UCF Abroad to share relevant, personally identifiable information with people or entities associated with the travel they are registering. This information may include, but is not limited to, passport numbers, email address, residency status, age, student conduct reports, university standing and self-reported health information.

(*) Indicates the question is required.

1. Purpose of the trip: (*)

Please check all that apply.

- Conference
- Field Placement
- Internship
- Research
- Service
- Study Abroad
- Teaching
- Volunteer UCF (VUCF)
- Volunteering
- Other