How to Register Student Travel

Cornell provides a secure registry system for faculty, staff, and students to record travel plans and contact information. Should there be an emergency—natural disaster, terror attack, or even an emergency at home—this helps International Health & Safety locate and contact you in order to provide resources you may need.

- Please contact International Health & Safety at intlsafety@cornell.edu if you have any questions.

How to register:

**Step 1:** Visit [https://travelregistry.cornell.edu/](https://travelregistry.cornell.edu/)

**Step 2:** Click “Click here for: Travel Registry and Elevated Risk Destination Application (ITART)”
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Step 3: Click “Students register travel here”

Step 4: Click “I have a NetID username and password” then submit
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Step 5: Log in using your NetID and Password

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.

- 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.
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Step 6: In the Traveler Information – Travel Registry: box enter:

1. Type of Traveler (*) - Please select one
   1. Undergraduate
   2. Graduate
   3. Staff
   4. Faculty
   5. Alumni
   6. Other

2. Type of Travel (*) – Please select one
   1. Individual
   2. Cornell Group

3. If Group Travel, please list name and contact information (phone and email) for group leader
   [TEXT]

4. Type of Activity (*)
   1. Athletic
   2. Conference
   3. Independent Research
   4. Internship Performance
   5. Service Learning
   6. Study
   7. Other

5. Description of Activities (*) – (program name, student group, etc.)
   [TEXT]

6. Academic Program (*) - Is this travel part of an academic program at Cornell? (Includes masters/PhD research.)
   If yes, Please notate what course number, class name, or masters/PhD research.
   [Yes No]

7. Trip Itinerary (*) – Please copy and paste a plain text version of your itinerary in the space below.
   [TEXT]

8. In the event of an emergency (*) – What is the best way to contact you while abroad? Phone, email, other (please provide information below).
   [TEXT]

9. Primary emergency contact (*) - Please list the name, relationship and phone number for your primary emergency contact.
   [TEXT]

10. Cornell emergency contact (*) - Please list the name, NetID and contact phone number for an administrator that is aware of your trip plan.
    [TEXT]

11. , 12., 13., 14., and 15. are attestations to various agreements and policies.
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Step 7: Click Update and a confirmation email will be sent to you.