Preparing for International Travel

1) http://www.utexas.edu/international/travel_restrictions/
Please visit the above website. It has a lot of information on it, but you will need to check if the country you’re traveling to is on the list of restricted locations. If it is, you will need to follow the directions to request an exemption to travel to that restricted destination based on what kind of travel you're doing--i.e., faculty-led programs, individual traveler, etc.

2) http://www.internationalsos.com/en/
It is now required that travelers register all foreign travel at the International SOS website. Here are directions for accomplishing that task:

A) You will need to register both yourself and your trip at the International SOS website. Once you get the website, you will see a text box in the top right-hand corner labeled "Members Login", with the words "Enter membership number" already in the box. Type our membership number in that box: 11BSGC000037

B) That will take you to a rather hideous-looking website with an orange banner at the top that says "The University of Texas System". In the right-hand column near the bottom of the page, there is an orange banner called "Personal Locator" and a small blue "Add Trip" link beneath it. Click on the "Add Trip" link.

C) This will take you to a login page. If this is the first time you’re visiting the International SOS website, you will need to register yourself by clicking on the bottom link labeled "New User? Register Here"

D) This will take you to a page with grey words at the top: "Step 1: User Information". The first question is the membership number, which is 11BSGC000037. Fill out the rest of the information as you choose. I suggest you use your EID as your username, and choose a password you won't mind disclosing in case you want someone else to be able to register your future trips.

E) This will take you to "Step 2 - My Profile". Fill out all the required information to the best of your abilities. If you don't know or can't find a piece of information that they say is required, you can put "NA" in the box. For the UT Institution Contact, you can feel free to put my name and information there.

F) This will take you to a page that states, "Your Personal Travel Locator profile has been successfully created," beneath which is a link labeled "Click Here to Continue". Click the link.

G) This will take you to a page called "My Current Trips" and will give you the option of adding a trip. Click the button "Add a New Trip" to add your foreign travel.
H) When you add a trip, you only need to enter the flight information, but you will need to add each leg of the flight individually. Click on "Add a Flight". This will open a form for you to fill out about your flight. Enter the airline and flight number of your first flight. Click the blue "Verify" button beneath the Flight Number text box. This will check the airline to make sure that such a flight exists. A table with the verification information will appear at the bottom of the greenish "Flight Details" box. IGNORE THE DATES IN THE VERIFICATION. That verification info is the most recent time that flight number has happened, and won't be included in your trip.
I) Enter the departure city, departure date, departure time, arrival city, arrival date, and arrival time. Remember, this is just for the FIRST LEG. If you have connections, you must include them.
J) Click the "Save" button below the greenish "Flight Details" box. This will take you to a confirmation page stating, "Your trip segment has been added."
To add the next leg of your trip, click the "Add a Flight" link and repeat steps H-J, until all the segments of your trip have been added.

K) Once you've added all the segments of your trip, click the "Save Trips" button below the trip information (view the attached image "save trips" for example).

L) This will take you to a page that tells you, "Your trip was saved successfully." Now your trip is registered. Yay.

You will only need to complete steps C through F the first time you visit the SOS website. After that, when you get to step C, instead of clicking the "New User? Register Here" link, enter your login and password that you created when you registered yourself. When you click the submit button, you will be taken straight to your "My Current Trips" page, from which you can view and edit trips you've already added, add new trips, and so on.

3. If you are traveling on a state account (beginning with 14 or 20), you must turn in your Request for Travel Authorization at least 4 weeks in advance for travel to non-restricted countries and 6 weeks in advance for restricted regions.