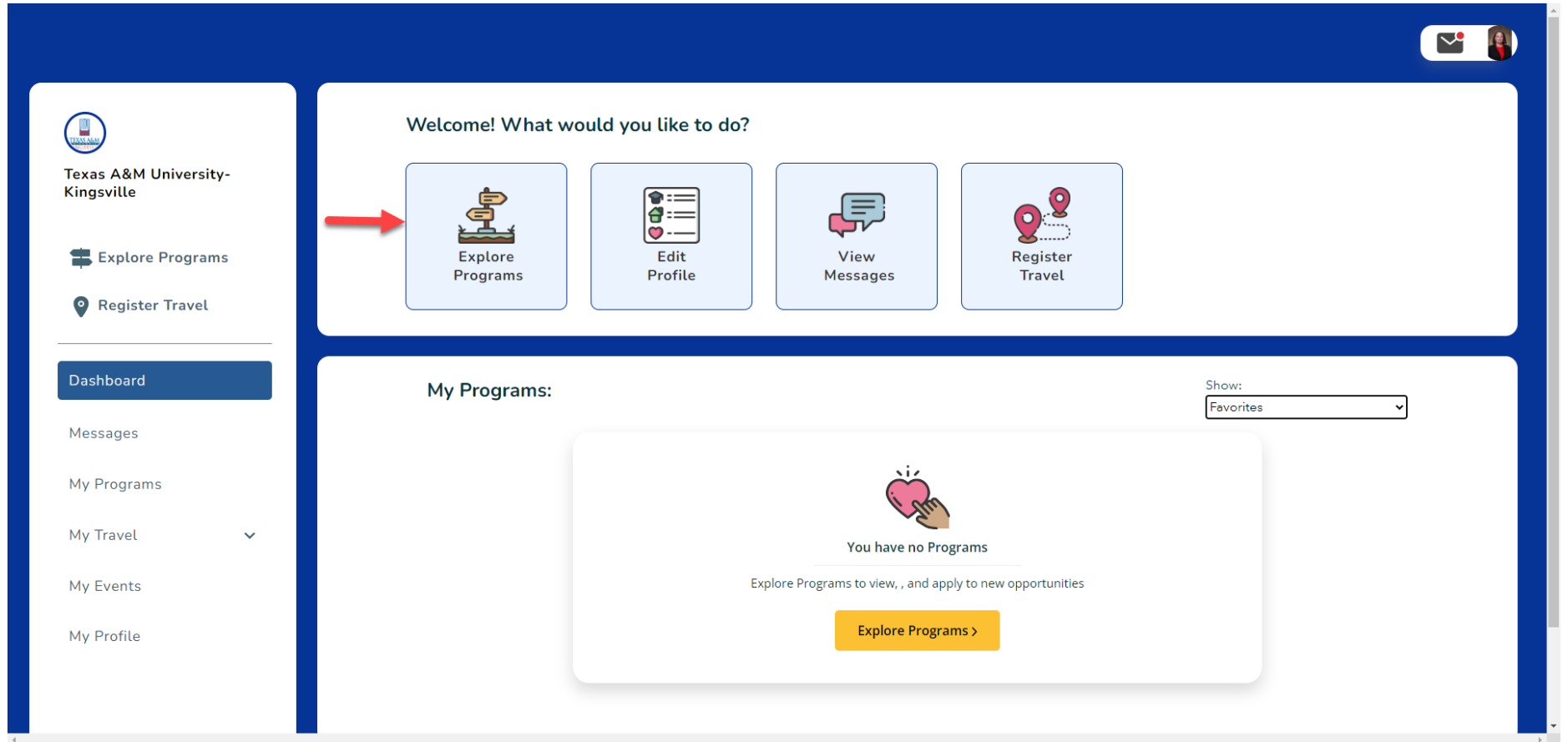


Individual Student International Travel Registration

Step-by-Step Registration Guide

1. Log into Via Global to access your profile page and click the 'Programs' link on the top left side of the header:



The screenshot displays a user dashboard with a dark blue header and a white main content area. On the left, a sidebar contains the user's profile information and navigation links. The main content area features a welcome message and four action buttons. A red arrow points to the 'Explore Programs' button. Below this, a 'My Programs' section shows a message indicating no programs are currently listed, with a 'Show: Favorites' dropdown menu and an 'Explore Programs >' button.

Dashboard

Messages

My Programs

My Travel

My Events

My Profile

Explore Programs

Register Travel

Welcome! What would you like to do?

Explore Programs

Edit Profile

View Messages

Register Travel

My Programs:

Show: Favorites

You have no Programs

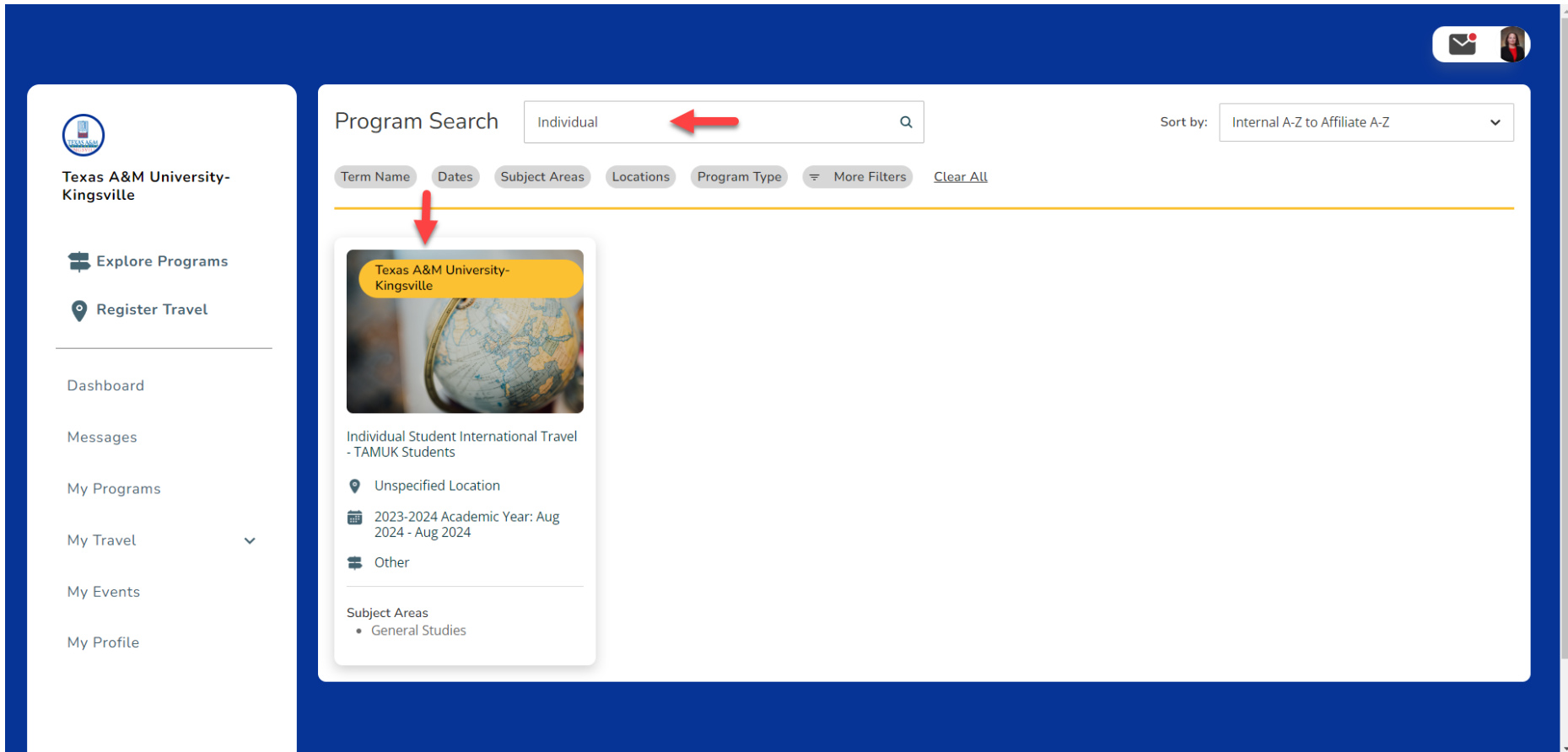
Explore Programs to view, , and apply to new opportunities

Explore Programs >

Individual Student International Travel Registration

Step-by-Step Registration Guide

2. Once on the 'Programs' page, type "Individual" and click the associated icon to view the program brochure page:



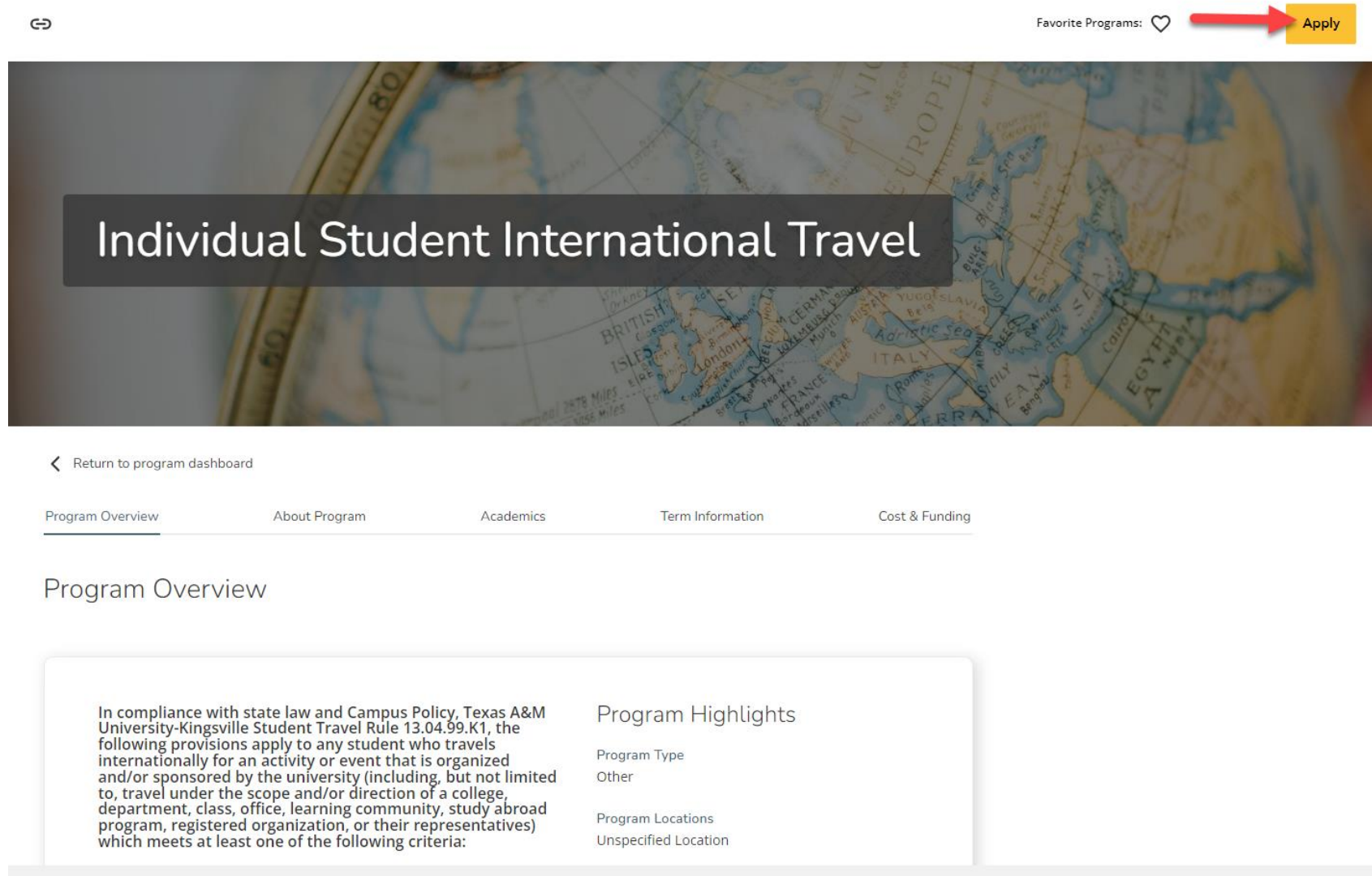
The screenshot shows the 'Program Search' interface on the Texas A&M University-Kingsville website. The search bar contains the text 'Individual' and is highlighted with a red arrow. Below the search bar, a red arrow points to a program card for 'Individual Student International Travel - TAMUK Students'. The card displays the following information:

- Program Name: Individual Student International Travel - TAMUK Students
- Location: Unspecified Location
- Academic Year: 2023-2024 Academic Year: Aug 2024 - Aug 2024
- Other: Other
- Subject Areas: General Studies


Individual Student International Travel Registration

Step-by-Step Registration Guide

3. Click the yellow 'Apply' button on the top right corner of the program brochure page to access the application/registration form:



The screenshot shows a web page for "Individual Student International Travel". At the top right, there is a "Favorite Programs:" section with a heart icon and a yellow "Apply" button with a red arrow pointing to it. Below this is a large banner image of a globe with the text "Individual Student International Travel" overlaid. Under the banner, there is a navigation menu with links: "Return to program dashboard", "Program Overview", "About Program", "Academics", "Term Information", and "Cost & Funding". The "Program Overview" link is selected. Below the navigation menu, the "Program Overview" section is displayed, containing text about state law and campus policy, and a "Program Highlights" section with a list of program types and locations.

Favorite Programs:  [Apply](#)

Individual Student International Travel

[Return to program dashboard](#)

[Program Overview](#) [About Program](#) [Academics](#) [Term Information](#) [Cost & Funding](#)

Program Overview

In compliance with state law and Campus Policy, Texas A&M University-Kingsville Student Travel Rule 13.04.99.K1, the following provisions apply to any student who travels internationally for an activity or event that is organized and/or sponsored by the university (including, but not limited to, travel under the scope and/or direction of a college, department, class, office, learning community, study abroad program, registered organization, or their representatives) which meets at least one of the following criteria:

Program Highlights

- Program Type
 - Other
- Program Locations
 - Unspecified Location

Individual Student International Travel Registration

Step-by-Step Registration Guide

4. To start, select the appropriate program term (the academic year in which the international travel will be held) from the drop-down menu:



[← Back to program](#)

Start Application

When would you like to go?

Select a Program Term *

Select a program term	▼
Select a program term	
2022-2023 Academic Year; Aug 2023 - Aug 2023	
2023-2024 Academic Year; Aug 2024 - Aug 2024	



Start Application

Individual Student International Travel Registration

Step-by-Step Registration Guide

5. Next click the yellow 'Open Application' button on the bottom right corner after the appropriate program term has been selected to access the form:



[← Back to program](#)

Start Application

When would you like to go?

Select a Program Term *

2022-2023 Academic Year; Aug 2023 - Aug 2023

By clicking Open Application, I agree to be contacted about this program by advisors and administrators of this program.

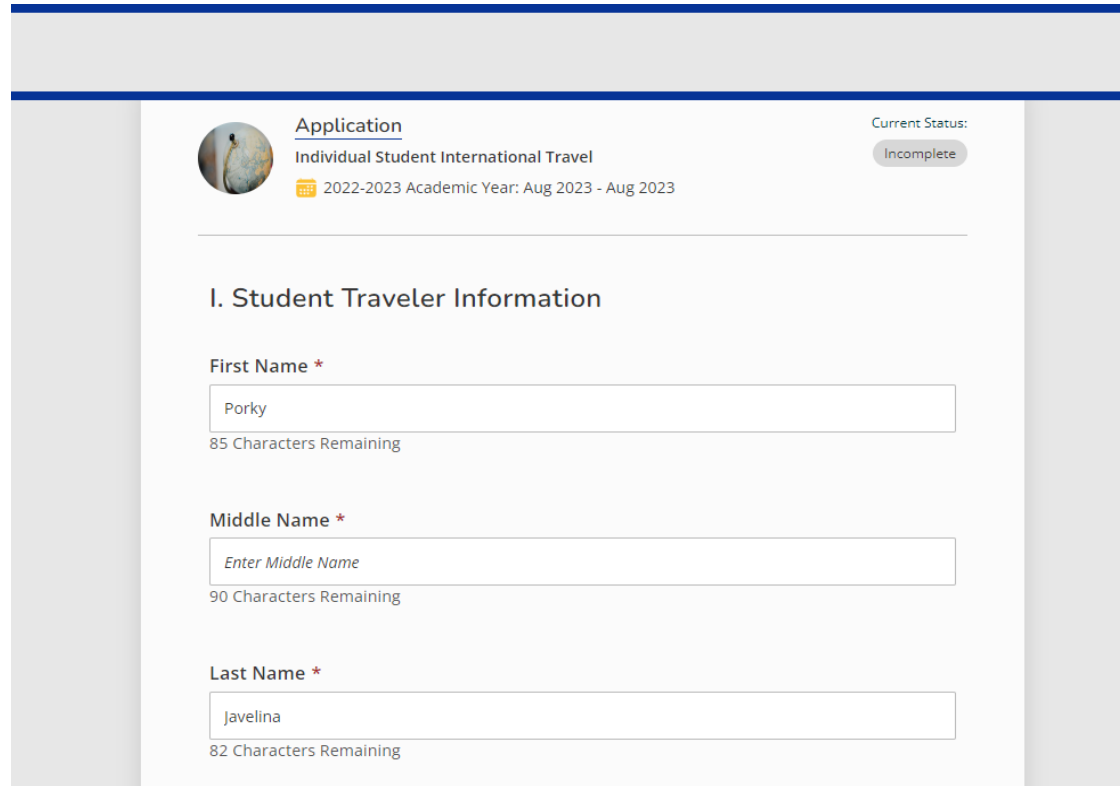
Open Application



Individual Student International Travel Registration

Step-by-Step Registration Guide

6. Once the application is open, you will need to complete all required sections (1-III, V-VII) with the appropriate information:



The screenshot shows a web application interface for "Individual Student International Travel". At the top, there is a header with a globe icon, the text "Application", and "Current Status: Incomplete". Below this, the application title "Individual Student International Travel" and the academic year "2022-2023 Academic Year: Aug 2023 - Aug 2023" are displayed. The main section is titled "I. Student Traveler Information" and contains three input fields: "First Name *" with the value "Porky" and "85 Characters Remaining"; "Middle Name *" with the placeholder "Enter Middle Name" and "90 Characters Remaining"; and "Last Name *" with the value "Javelina" and "82 Characters Remaining".

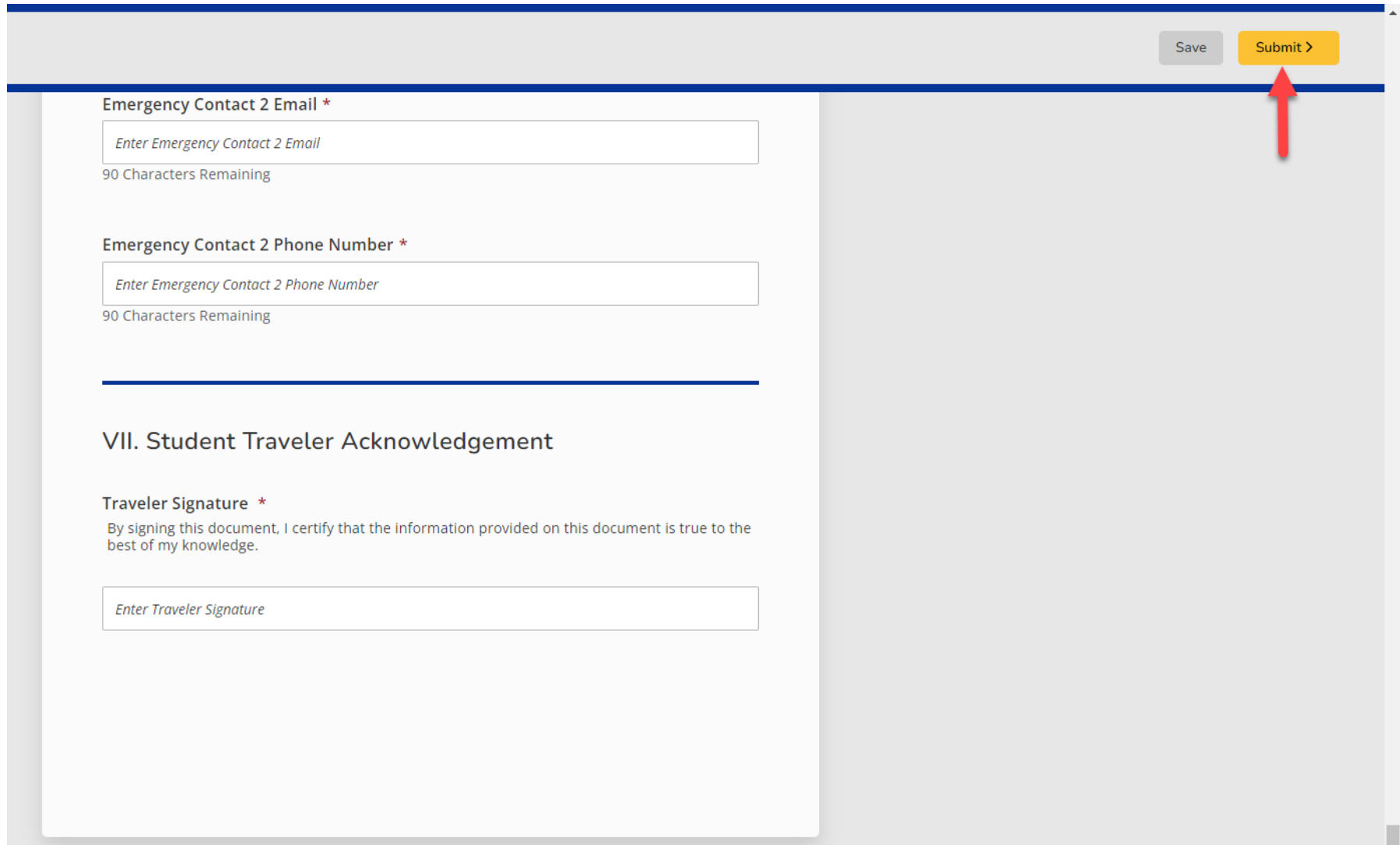
IMPORTANT NOTE:

Section IV. Individual Traveler Arrangements should only be completed by student who are responsible for securing their own travel arrangements (i.e. purchasing their own airfare, securing their own lodging, traveling without a TAMUK faculty or staff member) and is not being done by TAMUK sponsor.

Individual Student International Travel Registration

Step-by-Step Registration Guide

7. Once all required sections have been completed, click the yellow 'Submit' button on the top right-hand corner:



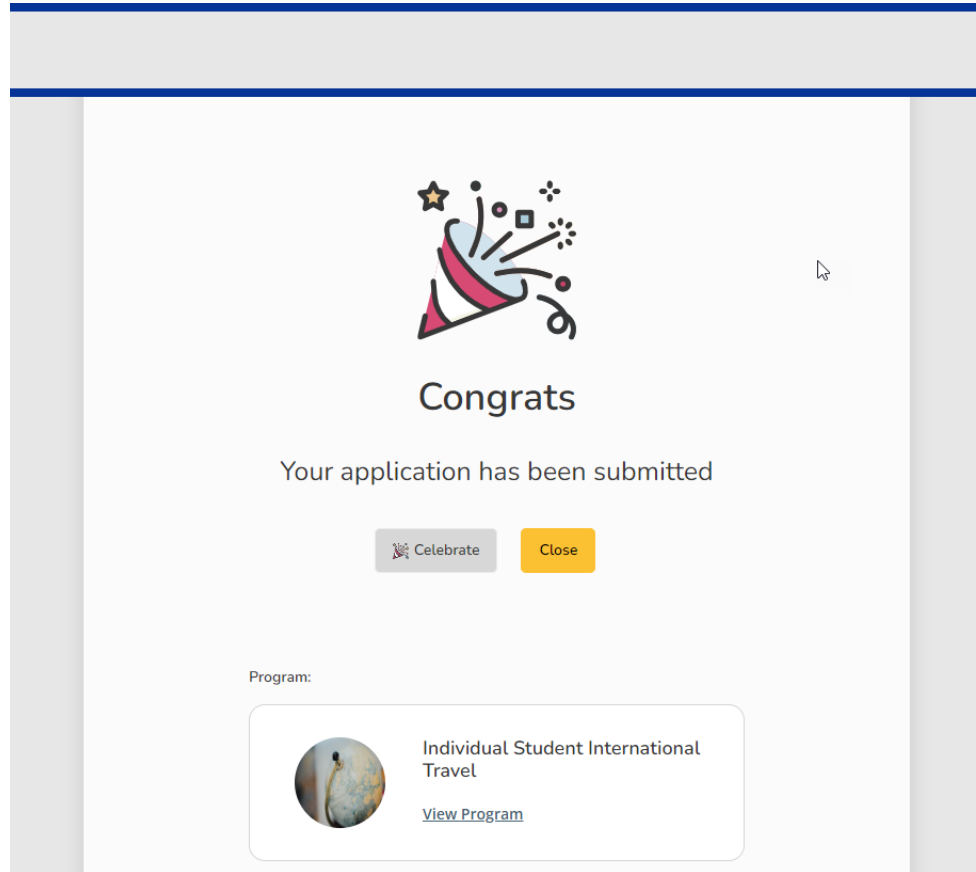
The screenshot displays a registration form with the following elements:

- Emergency Contact 2 Email ***
Input field: *Enter Emergency Contact 2 Email*
90 Characters Remaining
- Emergency Contact 2 Phone Number ***
Input field: *Enter Emergency Contact 2 Phone Number*
90 Characters Remaining
- VII. Student Traveler Acknowledgement**
- Traveler Signature ***
By signing this document, I certify that the information provided on this document is true to the best of my knowledge.
Input field: *Enter Traveler Signature*
- Buttons:** 'Save' (grey) and 'Submit >' (yellow) in the top right corner. A red arrow points to the 'Submit >' button.

Individual Student International Travel Registration

Step-by-Step Registration Guide

8. The below message will appear to confirm the submission process has been completed and you can now exit the platform.



The Office of Global Engagement will then review the form to make sure all sections were completed accurately and then update the application's status from 'submitted' to 'confirmed' to finalize the travel registration process.