Notification of International Travel for Students

Creating an Account in our Risk Management System
To be completed after turning your International Travel Form in to International & Border Programs.


2. Select that you have an NMSU username & password.

Security Login Identification Wizard Step 1

In order to continue, you will need to be logged-in. This wizard will guide you.

Please indicate how you will be logging in:

- I have a NMSU 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
3. Login using your myNMSU login information. **Please note:** the password for this website will change with your NMSU password.

![Login Form]

4. Follow the prompts.

6. Select “Request Advising”

8. Click OK on the popup:

You are about to create an advising account that will better help us track your progress toward international travel. Creating this account does not commit you to any international travel without your consent.
9. Select the most appropriate term for the time period you will be gone.

<table>
<thead>
<tr>
<th>Available Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms</td>
</tr>
<tr>
<td>Fall, 2017</td>
</tr>
<tr>
<td>Fall/Spring Academic, 2018-2019</td>
</tr>
<tr>
<td>Fall, 2018</td>
</tr>
<tr>
<td>Spring, 2018</td>
</tr>
<tr>
<td>Summer, 2018</td>
</tr>
<tr>
<td>Spring, 2019</td>
</tr>
</tbody>
</table>
10. Input your itinerary. You may input multiple locations, and may search for locations not in our list. Click Add to Itinerary for each location.
**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.

<table>
<thead>
<tr>
<th>Current Itinerary:</th>
<th>From: 06/01/2018</th>
<th>To: 06/05/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beijing, China</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrival Date:</td>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Departure Date:</td>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Find location:</td>
<td>enter city name here to find location</td>
</tr>
</tbody>
</table>

- 4 corners, United States (North America)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Åbo, Finland (Europe)
- Accra, Ghana (Africa)
- Adelaide, Australia (Australia/Pacific Islands)
- Agra, India (Asia)
- Aix-en-Provence, France (Europe)
- akita, Japan (Asia)
- Alajuela, Costa Rica (Central America)
- Albury-Wodonga, Australia (Australia/Pacific Islands)
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.

<table>
<thead>
<tr>
<th>Location</th>
<th>From: 06/01/2018</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Beijing, China</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo, Japan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Arrival Date:** mm/dd/yyyy  
**Departure Date:** mm/dd/yyyy  
**Location:** Find location: enter city name here to find location

- Taupo, New Zealand (Australia/Pacific Islands)  
- Tauranga, New Zealand (Australia/Pacific Islands)  
- Tegucigalpa, Honduras (Central America)  
- Tenerife, Spain (Europe)  
- Tetouan, Morocco (Africa)  
- The Hague, Netherlands (Europe)  
- The Pas, Canada (North America)  
- Thompson, Canada (North America)  
- Tilburg, Netherlands (Europe)  
- Tiradentes, Brazil (South America)  
- Tokyo, Japan (Asia)
11. When you are done, click Apply. You will be taken to your application landing page. This page will be updated by IBP when your form has been received and processed. You will see checkmarks in the box for each document as it is processed. Please don’t forget to read your Learning Content, which you can access by clicking on each item’s title.

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New Mexico State University
12. To logout, click the gear in the upper right corner.
13. The next time you need to login, you may do so here: https://studyabroad.nmsu.edu/index.cfm?FuseAction=Security.ExistingUserLogin The landing page will look like this. Click on the program name under applications to return to your checklist.

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