TO: Campus Community

FROM: Royce C. Engstrom, President

As you know, one of the University of Montana's many strengths is the involvement of our faculty and students in international work. The teaching, research, and service mission of our University are enriched with international experience.

This message is being sent to remind all faculty, staff and students that we need to comply with the Travel-International Registry Policy that was approved July 1, 2013.

The purpose of this policy is to:

- Identify and assist faculty, staff, and students traveling abroad;
- Ensure that the University has appropriate contact information in case of emergencies;
- Ensure that all UM travelers traveling outside of the United States have the appropriate international insurance coverage and know how to access it;
- Ensure that all students and personnel traveling internationally have the necessary preparation and plans in place to deal with challenging situations.

In addition, the policy will help meet the University's liability responsibilities and help us to collect information required for better advising, planning, budgeting, reporting, and evaluation purposes related to international activities.

Therefore, please be reminded that all UM faculty, staff, and students traveling outside of the United States on University business are required to register with the Office of International Programs on the UM International Travel Registry a minimum of 30 days prior to their departure.

If you are planning overseas travel, I encourage you to visit the registry website in advance so you can gather the necessary information to register (including your passport number and Net ID). On the website you will also find helpful information about international travel. Once your plans are in place, you may register your trip. The entire process should take no longer than 10 minutes.

Should you need assistance or have any questions, you may contact the Office of International Programs at studyabroad@umontana.edu or (406) 243-2278. OIP staff members are also available to assist you in person.
We want you to have the best educational, professional, and cultural experiences possible and believe the UM International Travel Registry is a positive addition. Safe travels!

We have sent this message to your umontana e-mail address because you are a student or employee at the University of Montana. If this is not correct, please do not reply to this message; contact Human Resource Services to update your status. To contact President Engstrom, please write to prestalk@umontana.edu.