STEP 1: DETERMINE YOUR REGISTRATION TYPE
(See Travel Registry Decision Tree, available on Travel Registry website)

STEP 2: What type of registration are you completing?

- **DOMESTIC INDIVIDUAL**
  - (1) Register your itinerary information in Terra Dotta
  - (2) Upload a completed Student Group Roster to your registration on the “Program Registration Page - Attached Documents” section. The Roster template is available on the Travel Registry website.

- **INTERNATIONAL INDIVIDUAL**
  - (1) Register your itinerary information in Terra Dotta
  - (2) Complete the Safety Plan Questionnaire (in Terra Dotta)

- **DOMESTIC GROUP**
  - (1) Register your itinerary information in Terra Dotta

- **INTERNATIONAL GROUP**
  - (1) Register your itinerary information in Terra Dotta
  - (2) Complete the Safety Plan Questionnaire (in Terra Dotta)
  - (3) Submit signed and completed Conditions of Agreement forms with your registration. The form is available on the Travel Registry website.

- **STUDENT STUDY ABROAD**
  - (1) Register your itinerary information in Terra Dotta

*Itinerary information = Location and Dates of travel

Travel Registry Website: https://www.umb.edu/controller/travel_registry