

Faculty/Staff University-Related International travel

International Travel form needs to be submitted **20 days prior** to date of international Travel for all NMSU business. (Example: Conferences, collaborations, consulting, workshop)

Link to website: <https://provost.nmsu.edu/international-travel-procedures/index.html> for more detailed instruction. Always go to the website to download the current International Travel Form. If you have any questions regarding International Travel forms, contact Pam pjmiller@nmsu.edu @ 646-3748 or Heber heberj@nmsu.edu @ 575-646-2884.

You will have to create an account in the NMSU International Travel Risk Management system ([Education Abroad \(nmsu.edu\)](https://nmsu.edu/education-abroad)). See instructions provided.

Form is fillable in Adobe and set up to be signed digitally. Please provide the information in all the fillable boxes. On the website, go to: [Employee International Travel Authorization Form](#)

1. Traveler information
2. Destination: city/county. To find out the advisory Level, go to <https://travel.state.gov/content/travel.html>. If the level is a 1 or 2, the International Travel form is the only form you will need to complete. If levels are 3 or more, the Supplemental Travel Warning form will need to be filled out.
Supplemental Information for Travel to a Country Under a U.S. Department of State Travel Warning or Alert
 - i. On a separate, typewritten document, please address each of the six (6) bullets.
3. Purpose
4. Funding Source
5. International Health Insurance
6. Export control (please read thoroughly)
7. Signatures:
 - i. Faculty/Staff
 - ii. Department Head

Once you have completed international form and signed, please send to Pam - pjmiller@nmsu.edu and Yesenia Palma - ypalma@nmsu.edu to be reviewed for the Dean's signature. Once signed, your International travel form will be forwarded to the Provost Office for review and approval.

Make sure to provide your itinerary on the Education Abroad website. ([Education Abroad \(nmsu.edu\)](https://nmsu.edu/education-abroad))

Once all information is verified and travel forms have been approved, you will get a follow up email with instructions on how to download and print out approved forms.

Travel reimbursements forms have a **90-day period** to be submitted, and international travel forms must be attached to them.

If you have a **student** that is traveling on NMSU business (Example: Conferences, collaborations, consulting, workshop) with you, they will need to complete a Student International Travel Forms and procedures.

Student need to following the same guidelines for submitting International Travel form **20 days prior** to date of travel.

Link to website: <https://provost.nmsu.edu/international-travel-procedures/index.html> for more detailed instruction. Always go to the website to download the current International Travel Form.

On the website they will need to do the following:

[Student International Travel Authorization Form](#) -

<https://provost.nmsu.edu/international-travel-procedures/Template--Student-International-Travel-Authorization-Form-2022.01.06.pdf>

[Student International Travel Waiver, Release and Hold Harmless Form](#) –

[https://provost.nmsu.edu/international-travel-procedures/Student%20International%20Travel%20Waiver Template 2021.12.07.pdf](https://provost.nmsu.edu/international-travel-procedures/Student%20International%20Travel%20Waiver%20Template%202021.12.07.pdf)

[Student Request for an Exception to Travel Warning Form](#) –

https://provost.nmsu.edu/international-travel-procedures/Student-Request-For-Exception_2021.11.04.pdf

[Supplemental Information for Travel to a Country Under a U.S. Department of State Travel Warning or Alert](#) –

<https://provost.nmsu.edu/international-travel-procedures/SUPPLEMENTAL-TRAVEL-WARNING-INFO-TEMPLATE-November-4,-2021.pdf>

The International Crisis Management is information. Student should take the time read.

How to create an account in NMSU International Travel Risk Management system

1. https://provost.nmsu.edu/international-travel-procedures/NMSU-International-Travel-Risk-Management-Account_2020.10.29.pdf
2. Click either notification of International Travel for Faculty/Employee or Student
3. Click Create an account.

NMSU Education Abroad Website

Program Search

Schedule an Appointment

Create an Advising Application

Announcements

There are no announcements

Programs :
Brochure

List All Simple Search Advanced Search Featured Programs Map Search

This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

Notification of International Travel for Faculty/Employee (Risk Management Program)

Program Terms: Fall, Fall/Spring Academic, Spring, Spring/Fall Year, Summer, Winter Break

Homepage: [Click to visit](#)

Dates / Deadlines

Create Account

Program Description:

This is the application for all non-study abroad international travel, including (but not limited to) conferences, research, MOU collaboration, and volunteering. Please click "Request Advising" above to begin your application. Login using your myNMSU username and password.

Please go [here](#) for more information!

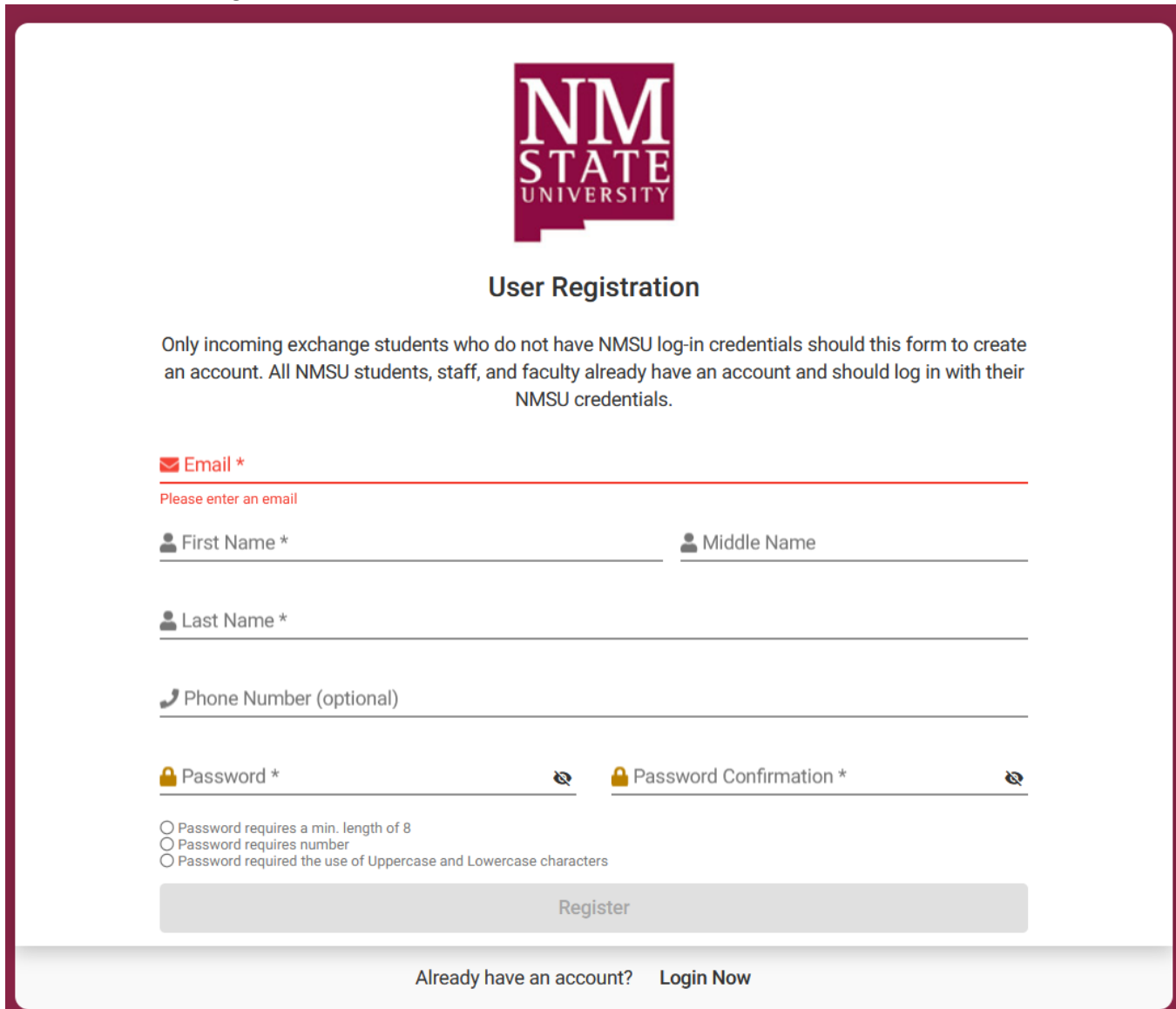
4. Click OK

studyabroad.nmsu.edu

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.

OK Cancel

5. 5. Fill out the following information seen below.



The screenshot shows the NMSU User Registration page. At the top is the NMSU logo. Below it is the title "User Registration". A paragraph explains that only incoming exchange students without NMSU log-in credentials should use this form. The form includes fields for Email (with a red asterisk and a "Please enter an email" error message), First Name, Middle Name, Last Name, and Phone Number (optional). There are Password and Password Confirmation fields, both with asterisks and eye icons. Below the password fields are three radio button options: "Password requires a min. length of 8", "Password requires number", and "Password required the use of Uppercase and Lowercase characters". A "Register" button is at the bottom, and a link "Already have an account? Login Now" is at the very bottom.

Once you've created an account, go back to International Travel Procedures <https://provost.nmsu.edu/international-travel-procedures/index.html> site. Click on "Click here for directions on how to make an account. Click either the "Notifications of International travel for Faculty/Employee" or if you're a student "Notification of Travel for students."

Redo steps 3 and 4. It should bring you to Program Options. (FYI—every time you travel, you will need to do steps 3 & 4 to upload your new itinerary)

6. In Program Options:
- Select Term: select what semester you will be traveling
 - Click the + (plus) sign
Add: location to itinerary, arrival date & departure date
Once added – hit continue.



Program Options

Please select program options before continuing.

a.

Select Term *

You must add at least one itinerary in order to submit this form.



Cancel

Continue



Program Options

Please select program options before continuing.

b.

- Fall 2024
- Fall/Spring Academic 2024 - 2025
- Summer 2024
- Spring/Fall Year 2024
- Spring 2024
- Winter Break 2024



Program Options

Please select program options before continuing.

Select Term *
Fall 2024

You must add at least one itinerary in order to submit this form.

C.

[Add Location to Itinerary](#) Arrival Date Departure Date



Cancel

Continue



Program Options

Please select program options before continuing.

Select Term *
Fall 2024

[Add Location to Itinerary](#)
[Fukuoka, Japan \(Asia\)](#) 09/01/2023 09/10/2023



Cancel

Continue

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