

How to Register with the U.S. Embassy in your Study Abroad Country

Note: Information below is taken from the U.S. Department of State website (www.state.gov)

Advice for SMCM Study-Abroad Program Participants

SMCM recommends that its students register with the U.S. Department of State before departing to participate in a study-abroad experience. Students must show proof of registration to the IE office prior to departure.

What is Travel Registration?

Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.

Why should I Register?

Millions of Americans travel abroad every year and encounter no difficulties. However, U.S. embassies and consulates assist nearly 200,000 Americans each year who are victims of crime, accident, or illness, or whose family and friends need to contact them in an emergency. When an emergency happens, or if natural disaster, terrorism, or civil unrest strikes during your foreign travel, the nearest U.S. embassy or consulate can be your source of assistance and information. By registering your trip, you help the embassy or consulates locate you when you might need them the most. Registration is voluntary and costs nothing, but it should be a big part of your travel planning and security.

How do I Register?

1. Go to <https://travelregistration.state.gov/ibrs/>.
You will need your passport to complete the registration form.
2. Click on the “create an account” link on the right side of the page, under the login information.



3. On the next page, you will have to set up your passwords and account information.
4. The next page consists of a form you must fill out. Fill out your personal information, passport number, and emergency contact information. At the bottom of the page you must check that you have read the terms of the Privacy Act Notice, and you must also provide who you agree to allow information to be disclosed to. You are advised to select “family members,” “legal representative,”

“medical representative,” and “other.” In the box below, type in “St. Mary’s College of Maryland administration.” When finished, select “continue” at the bottom of the page.

- Once you have created an account, you must register your trip. You will need the following information:
 - Itinerary/Residence Information
 - Travel Companion Information (**This can be a problem if you are traveling alone. If you are not traveling with a companion, use your information and in the note field, indicate that you will be attending a study abroad program and provide contact information for your program.**)
 - Information about members of your household (if you are adding a foreign residence)



- The next page allows you to confirm or edit your information. Once you confirm, you will arrive at a page that summarizes your trip and also gives you information on the destination(s) you have entered. **Print the “Summary” page verifying that you have registered, sign it, and bring a copy to the Office of International Education in Glendening Hall.** You will also have the option to sign up to receive updates by e-mail.



How will my information be used?

The Department of State and its overseas embassies and consulates request this information only to inform and assist Americans traveling or residing in foreign countries. All personal information you provide is secure and protected by the Privacy Act of 1974.

U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties. Although consular officers cannot act as your legal counsel or representative, they can provide the names of local attorneys and doctors, provide loans to destitute Americans, and provide information about dangerous conditions affecting your overseas travel or residence. Consular officers also perform non-emergency services, helping Americans with absentee voting, selective service registration, receiving federal benefits, and filing U.S. tax forms. Consular officers can notarize documents, issue passports, and register American children born abroad. Most embassies and consulates have web sites with more information.

Registration through this web site is NOT considered proof of U.S. citizenship. If you apply for any American citizen services from the embassy or consulate while abroad, you will be asked by the consular staff to provide proof of U.S. citizenship, such as a U.S. passport or American birth certificate.

What if I am already living abroad?

Register as a Long-Term Traveler. You then have the opportunity to provide information about your foreign residence, and you can opt to receive information from the nearest embassy or consulate. If you create a password, you can update your personal information on this web site at any time. If you have a residence or contact address in the U.S., use that address as your Personal Information address, and your foreign residence as your Long-Term Trip address. If you do not have a U.S. residence or contact address, use your foreign residence as both your Personal Information address and your Long-Term Trip address.

I want information about the country I am visiting.

A current listing of all Travel Warnings, Public Announcements, and Consular Information Sheets can be found at www.travel.state.gov. If you would like to sign up to get updated information sent to you by e-mail for any country, use the "Travel Info" link at the top of this page. For more details about Travel Registration, use the "Help" link at the top of this page. Links to U.S. Embassy or Consulate Web sites are also available at www.travel.state.gov and provide information about the country you plan to visit.