Guide for Western's Travel Registry (Mandatory)
Other University Sanctioned International Experiences

Register in Atlas, Western's International Experience Portal

To begin, Click here to enter Atlas, and scroll to the bottom and click "Login To Apply" beside Academic Year 2022 - 2023

Use your WESTERN credentials to login. (just user name, not full email)

Here are some helpful hints for the four sections:
1. Terms and Conditions
   o Read through & agree to the "Consent" paragraph.
   o Save and continue.

2. Fill Out Application. To help you with some of the fields in the application form, please note:
   o Western Campus Activity Provider or Affiliation =
   o Purpose of Travel =
   o Name of Host Organization or Institution Abroad=
   o Name of Program Abroad =
   o Website link for experience abroad =
   o Coordinating/Approving Department =
   o Coordinator/Supervisor name =
   o Coordinator/Supervisor email =

3. Submit Your Application
   o After submission into Atlas, you will need to wait for your application to be approved (usually 1-2 business days). Once approved, you will receive an email with instructions on how to complete Travel Registry from Western International. After receiving the email, you can log back into Atlas through its homepage to complete Travel Registry in your previous application.

4. Fill out Travel Registry:
   o Insurance information is a required field.
   o Mandatory pre-departure training - You can acknowledge this if you have completed the modules.
   o Additional Documents – Please upload the certificate of completion for the mandatory online training entitled "International Pre-Departure and Post-Experience".
   o When you are finished, you can review & save.

It generally takes about 5-10 minutes to complete the initial application and the Travel Registry respectively if all information and documents are ready.

Please contact travelregistry@uwo.ca or 519-661-2111 ext. 86075 if you have any difficulty.