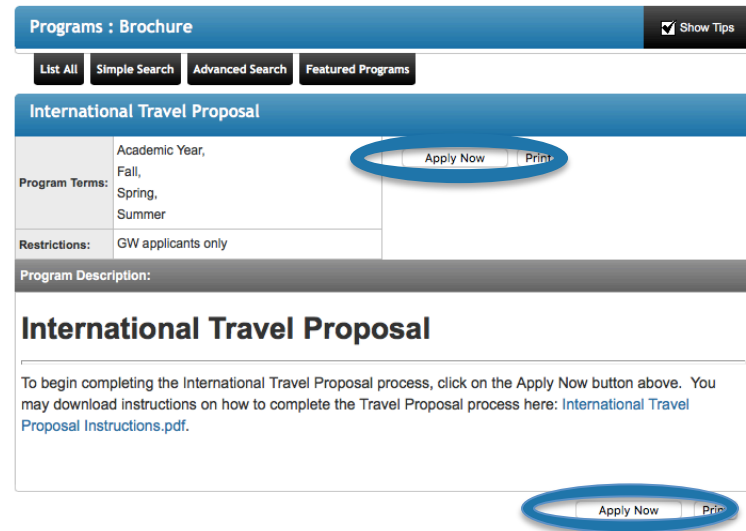
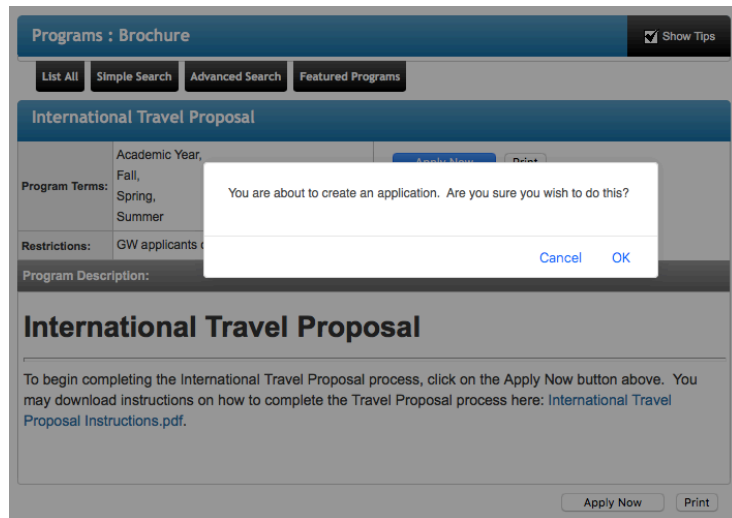


# International Travel Approval Proposal (ITAP) Form Instructions

**Step 1:** To begin your ITAP application, click the “*Apply Now*” button.



**Step 2:** Upon clicking the “*Apply Now*” button, the website will prompt you to ensure that you want to create an application. Click on the “*OK*” button



**Step 3:** If this is your first time using GW Passport, you will be prompted to create an account. Indicate that “*I have a George Washington University username and password*” option.

Security / User Identification Wizard: Step 1

**Security : User Identification Wizard: Step 1** Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

**Please indicate how you will be logging in:**

- I have a George Washington University username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

**Step 4:** Enter your NetID (the first part of your GW email address) and password and click the “*Login*” button.

**Security : Login (existing user)** Hide Tips

To login, please enter your username and password in the form provided below.

**Please log in:**

<b>Username:</b> <input type="text"/>	<input type="button" value="Site Registration"/>
<b>Password:</b> <input type="password"/>	

[Forgot your password?](#)

**New Users:**

**GW Users:** Log in with your GW netID and password. This is the information you use to access your GW email and Blackboard.

**Non-GW Users:** Click the "Site Registration" button above to create an account.

GW Applicants, use George Washington University Secure Login.

**Step 5:** Select the term in which you are planning your international travel.

**Available Terms**

**Terms**

- Spring, 2017
- Summer, 2017
- Spring, 2018

**Step 6:** You must now enter your itinerary. Select your arrival date, departure date, and the location of your international travel. Click the “Add to Itinerary” button.\* Once all information has been entered, select the “Apply” button. If your location is not listed, email [oiip@gwu.edu](mailto:oiip@gwu.edu) to have it added.

Arrival Date:	<input type="text" value="mm/dd/yyyy"/>
Departure Date:	<input type="text" value="mm/dd/yyyy"/>
Location:	Find location: <input type="text" value="enter city name here to find location"/>
<ul style="list-style-type: none"> <li>Aachen, Germany (Europe)</li> <li>Aalborg, Denmark (Europe)</li> <li>Aarhus, Denmark (Europe)</li> <li>Aberdeen, United Kingdom (Europe)</li> <li>Abo, Finland (Europe)</li> <li>Abu Dhabi, United Arab Emirates (Middle East)</li> <li>Abu Dis, Palestinian Territory (Middle East)</li> <li>Abuja, Nigeria (Africa)</li> <li>Acajutla, El Salvador (Latin America)</li> <li>Accra, Ghana (Sub-Saharan Africa)</li> <li>Addis Ababa, Ethiopia (Sub-Saharan Africa)</li> </ul>	
<input type="button" value="Add to Itinerary"/>	
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

\*NOTE: You must include every city to which you will be traveling in this section.

**Step 7:** After Steps 1-4 are completed, you will be able to view your GW Passport ITAP Application. Here, you will see pertinent information regarding your application and travel approval.

The main form to complete is the “*International Travel Proposal Form*” listed under the “*Fillable Form(s)*” section.

<table border="1"> <tr> <td><b>Program:</b></td> <td>International Travel Proposal</td> </tr> <tr> <td><b>Term/Year:</b></td> <td>Summer, 2017</td> </tr> <tr> <td><b>GW Deadline:</b></td> <td>08/31/2017</td> </tr> <tr> <td><b>Dates:</b></td> <td>06/02/2017 - 06/16/2017</td> </tr> </table>	<b>Program:</b>	International Travel Proposal	<b>Term/Year:</b>	Summer, 2017	<b>GW Deadline:</b>	08/31/2017	<b>Dates:</b>	06/02/2017 - 06/16/2017	<table border="1"> <tr> <th colspan="2">Offline Requirements</th> </tr> <tr> <td colspan="2">Click the following to view instructions and/or printable forms which require the physical submission of materials.</td> </tr> <tr> <th>Title</th> <th>Received</th> </tr> <tr> <td>Receipt of Travel Approval</td> <td><input type="checkbox"/></td> </tr> </table>	Offline Requirements		Click the following to view instructions and/or printable forms which require the physical submission of materials.		Title	Received	Receipt of Travel Approval	<input type="checkbox"/>
<b>Program:</b>	International Travel Proposal																
<b>Term/Year:</b>	Summer, 2017																
<b>GW Deadline:</b>	08/31/2017																
<b>Dates:</b>	06/02/2017 - 06/16/2017																
Offline Requirements																	
Click the following to view instructions and/or printable forms which require the physical submission of materials.																	
Title	Received																
Receipt of Travel Approval	<input type="checkbox"/>																
<table border="1"> <tr> <th colspan="2">Application Instructions</th> </tr> <tr> <td colspan="2"> <p>Welcome to the International Travel Proposal. To begin, click on the "International Travel Proposal Form" in the "Fillable Form(s)" box. After carefully reading the instructions at the top of the form, complete the form, and click "Submit" at the bottom of the form. Please note that once you click the "Submit" button, you cannot revise your answers. To reopen the form to revise your answers, send a request to the attention of the International Operations Coordinator via e-mail at <a href="mailto:oiip@gwu.edu">oiip@gwu.edu</a>.</p> </td> </tr> </table>	Application Instructions		<p>Welcome to the International Travel Proposal. To begin, click on the "International Travel Proposal Form" in the "Fillable Form(s)" box. After carefully reading the instructions at the top of the form, complete the form, and click "Submit" at the bottom of the form. Please note that once you click the "Submit" button, you cannot revise your answers. To reopen the form to revise your answers, send a request to the attention of the International Operations Coordinator via e-mail at <a href="mailto:oiip@gwu.edu">oiip@gwu.edu</a>.</p>		<table border="1"> <tr> <th colspan="2">Fillable Form(s)</th> </tr> <tr> <td colspan="2">Click the following to view and complete the following Fillable Form(s). You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.</td> </tr> <tr> <th>Title</th> <th>Received</th> </tr> <tr> <td>International Travel Proposal Form</td> <td><input type="checkbox"/></td> </tr> </table>	Fillable Form(s)		Click the following to view and complete the following Fillable Form(s). You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.		Title	Received	International Travel Proposal Form	<input type="checkbox"/>				
Application Instructions																	
<p>Welcome to the International Travel Proposal. To begin, click on the "International Travel Proposal Form" in the "Fillable Form(s)" box. After carefully reading the instructions at the top of the form, complete the form, and click "Submit" at the bottom of the form. Please note that once you click the "Submit" button, you cannot revise your answers. To reopen the form to revise your answers, send a request to the attention of the International Operations Coordinator via e-mail at <a href="mailto:oiip@gwu.edu">oiip@gwu.edu</a>.</p>																	
Fillable Form(s)																	
Click the following to view and complete the following Fillable Form(s). You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.																	
Title	Received																
International Travel Proposal Form	<input type="checkbox"/>																
	<table border="1"> <tr> <th colspan="2">Itinerary</th> </tr> <tr> <td colspan="2">The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.</td> </tr> <tr> <td colspan="2"><b>Aachen, Germany (Europe)</b></td> </tr> <tr> <td>Start Date:</td> <td>06/02/2017</td> </tr> <tr> <td>End Date:</td> <td>06/16/2017</td> </tr> </table>	Itinerary		The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.		<b>Aachen, Germany (Europe)</b>		Start Date:	06/02/2017	End Date:	06/16/2017						
Itinerary																	
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.																	
<b>Aachen, Germany (Europe)</b>																	
Start Date:	06/02/2017																
End Date:	06/16/2017																

---

**Step 8:** Complete the “*International Travel Proposal Form*” and follow instructions on how to submit it for Travel Approval.

You are responsible for submitting your proposal for travel approval. The system will NOT automatically submit your proposal to your approver.

---

**Step 9:** Under the “*Offline Requirements*” section, click on “*Receipt of Travel Approval*” for instructions on how to obtain the travel approval.

Program: <a href="#">International Travel Proposal</a>	
Term/Year:	Summer, 2017
GW Deadline:	08/31/2017
Dates:	06/02/2017 - 06/16/2017

Offline Requirements	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
<a href="#">Receipt of Travel Approval</a>	<input type="checkbox"/>

Application Instructions	
Welcome to the International Travel Proposal. To begin, click on the "International Travel Proposal Form" in the "Fillable Form(s)" box. After carefully reading the instructions at the top of the form, complete the form, and click "Submit" at the bottom of the form. Please note that once you click the "Submit" button, you cannot revise your answers. To reopen the form to revise your answers, send a request to the attention of the International Operations Coordinator via e-mail at <a href="mailto:oiop@gwu.edu">oiop@gwu.edu</a> .	

Fillable Form(s)	
Click the following to view and complete the following Fillable Form(s). You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.	
Title	Received
<a href="#">International Travel Proposal Form</a>	<input type="checkbox"/>

Itinerary	
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.	
<b>Aachen, Germany (Europe)</b>	
Start Date:	06/02/2017
End Date:	06/16/2017

Once both requirements are completed, the Office of International Programs will review your proposal and contact you regarding the status of your proposal. The Office of International Programs does not review proposals until after the travel approver has submitted official approval. Any questions during this process should be directed to the Office of International Programs at [oiop@gwu.edu](mailto:oiop@gwu.edu).