DU Passport User Guide —
Experiential Learning Participant Registration

Per the University of Denver International Travel Policy, all students traveling abroad for internships, externships, academic research, student-led travel, unaffiliated programs that are for DU credit or receive University funding, or athletics must register their travel in DU Passport at least a week prior to departure. The purpose of this guide is to walk you through the Experiential Learning Registration process.

1) Students registering their Experiential Learning experiences abroad must use this link to register their travel: http://abroad.du.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10198

*Once you have initiated the process, you will need to log in with the general DU Passport link to make changes or to review your registration: https://abroad.du.edu/

2) The link will take you to the DU Passport page for Experiential Learning International Travel Registration. Click on the “Apply Now” button in the bottom center of the page.

3) Log in with your PioneerWeb Credentials.

4) The next page will prompt you to enter your itinerary. Enter your dates, manually type in the city or town where you will be traveling, and click on “Enter.” If your destination city does not appear in the list, you can run a search on the external location database to find the city entered by selecting “Search.”
5) Click “Add to Itinerary.” Your location will populate under the grey “Itinerary” bar. For multiple locations, repeat this step. You can edit your itinerary by clicking on the red “X” next to the location. You can also edit your itinerary later in the registration process if necessary. Click the “Update” button in the bottom center of the page to continue.
6) DU Passport will take you to the main registration page. Click on the “Experiential Learning Student Travel Registration” questionnaire under “Application Questionnaire(s).” You must complete all questions with an asterisk (*) before you can submit the questionnaire. Next, upload your passport by clicking on the “Passport Copy” link. Follow the instructions for uploading the document.

7) After completing the “Application Questionnaire(s),” click on the links in the “Signature Documents” section.

8) Once you have completed an item, the corresponding box will be checked. When all of the boxes are checked, your registration is complete. You can edit your itinerary by clicking on the pencil next to the location on the bottom of the page.

9) Contact risk@du.edu with any questions or problems.