

Completing the Office of International Programs Travel Approval

Step 1: 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 2: When asked if you have a GW Mail or GWU email address, select “Yes” and click “Submit”.

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Step 3: To login, you will use your GW Net ID (or the first part of your GW E-mail address) and your GW E-mail password.

Step 4: The website will provide you with a form where you can indicate the semester you are proposing to go abroad, select the location(s) you would be visiting, and indicate the dates of your trip. After you have completed the form, hit the “Next” button.

If your location is not listed, please email studyabr@gwu.edu.

Step 5: You will arrive at your proposal page which lists the requirements you need to complete for the approval process.

First, complete the Fillable Form “Office of International Programs Travel Approval Form” with information about your proposal.

Upon submitting your proposal, the Office of International Programs will review the proposal and verified that you have the appropriate approval from your home school/department.

Once both requirements are completed, the Office of International Programs will contact you regarding the status of your proposal. Any questions during this process should be directed to the Office of International Programs at oiop@gwu.edu.