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.

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

**Step 5:** Select the term in which you are planning your international travel.
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 oip@gwu.edu to have it added.

*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.
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.

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 oip@gwu.edu.