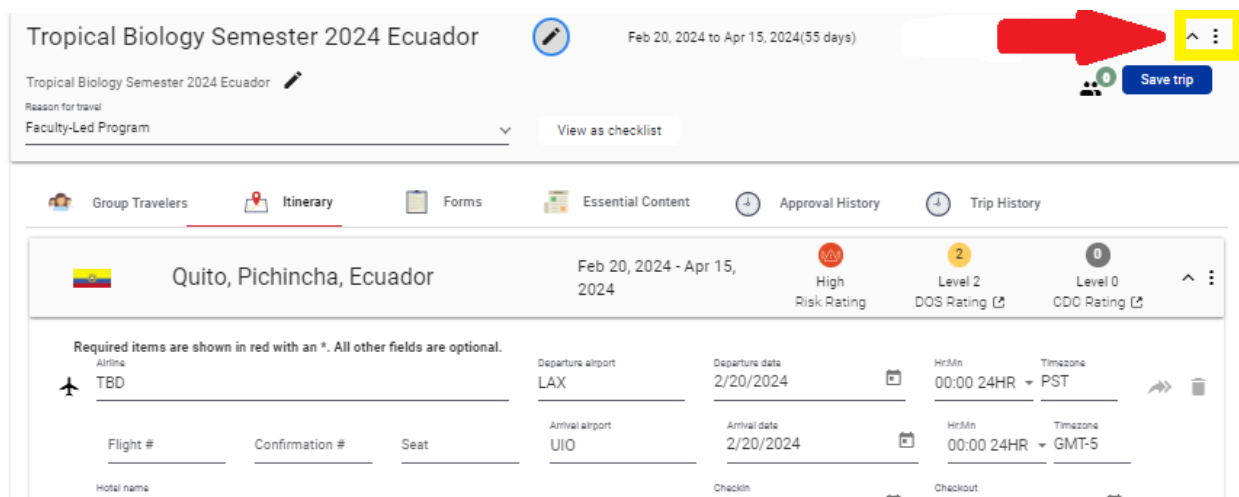


Download a Copy of Your Travel Registry Application

The Following instructions provide a step by step tutorial of how to download a copy of your completed Travel Registry application from the myCSUNglobe Travel Registry.

1. Log into your myCSUNglobe account (<https://travelregistry.mycsunglobe.csun.edu/login>)
2. Select your trip application
3. Navigate to the top right corner - select the ellipses (highlighted in yellow above).



4. Select **“Export to PDF,”** followed by **“Full PDF”**

REMINDER: “Brief PDF” will not show all the approver’s signatures, you must select **“FULL PDF”**

If you have any questions regarding the process, email myCSUNglobe@csun.edu or call 818-677-2331.