Version 1.0 – June 2, 2021

USVI Travel Screening Portal Cheat Sheet V1.0 – Updated June 2nd

A. The Bottom Line

Most of our staff and students access the BVI by ferry from St. Thomas in the United States Virgin Islands. All travelers are required to complete the USVI online Travel Screening Portal within 5 days before departure to USVI and present a paper copy or digital version on arrival. This is a responsibility that lies wholly with the traveler. Aside from providing you with this document, we cannot assist you.

B. The Basics of the USVI Travel Screening Portal

1. Is located here - https://bvigateway.bviaa.com/
2. Is required to be completed for every traveler to receive authorization to travel to the USVI.
3. **SHOULD be completed as soon as you have received the "5-day Prior to arrival" NEGATIVE COVID-19 RT-PCR needed for the BVI Gateway App**
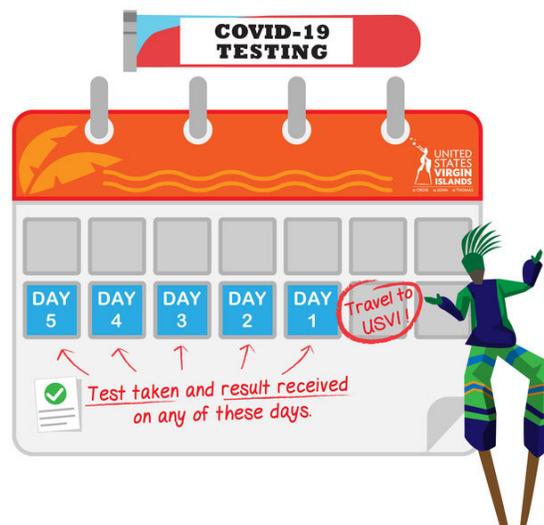

C. In addition to the traveler's passport, before you start the application, ensure you have these 4 items in electronic format saved to your desktop.

1. Inbound Flight Itinerary
   You will be asked to provide details in the form

2. Nasopharyngeal RT-PCR Test Result showing the following:
   - Date the sample was taken for the test, which is no greater than five days before your arrival in the BVI
   - Type of test, showing Nasopharyngeal RT-PCR (other test are not accepted)
   - Your name and date of birth
   - Name, address, and contact number of the testing laboratory
   - Test result (Negative)

D. About the USVI Travel Screening Portal

To start your application, navigate to https://usvitravelportal.com/. You'll see the following form steps displayed in the left column.
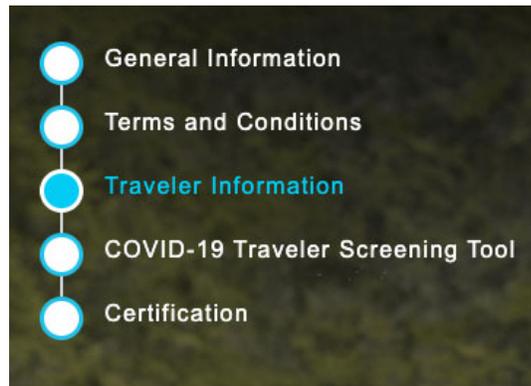
E. Top Tips for Each Step of the Form

1. **General Information**
   - Nothing actionable on this page. Scroll down through the page, reading the information, then click "Next"

2. **Terms and Conditions**
   - Scroll down through the page, reading the information.
   - Click the check box acknowledging acceptance and click "Next"

3. **Traveler Information**
   - Decide whether to use the student's or parent's email address. Refer to Section G "What to Do with the QR Code" now, as this might allow you to make a better decision on which email address to use.
   - Under "Where will you be staying?" select "Other"

   - Under "Method of Travel" select "Airline" and enter the details of your flight that terminates in St. Thomas. For "Seat Number" enter "Not Yet Assigned"
   - Under "Are you planning to sail/board a vessel within the next 10-days of your arrival?" Select "No" as this question is not directed to "in-transit" travelers.

4. **COVID-19 Travelers Screening Tool**
   Screen 1
   - Read through the questions (all defaulted to "No") and then click "Next"
   Screen 2
   - Enter the information about your travel itinerary and select "St. Thomas" as the destination.

   - Enter the traveler's name in the signature box and click "Next"

5. **Certification**
   Screen 1
   - Upload a copy of your negative COVID-19 RT-PCR test, dated within 5 days of travel to St. Thomas.
   Screen 2
   - Review the information you entered carefully on this screen, then hit "Submit"

F. Once the form has been Submitted

- Check your email for a confirmation email sent from travelportal@usvitravelportal.com
- This email will likely contain an Orange QR Code. This indicates that your application has been received, but not reviewed.
- Within a relatively short period of time (1– 24hrs) you should receive another email, this time with a Green QR Code, and a status that reads as "Approved"
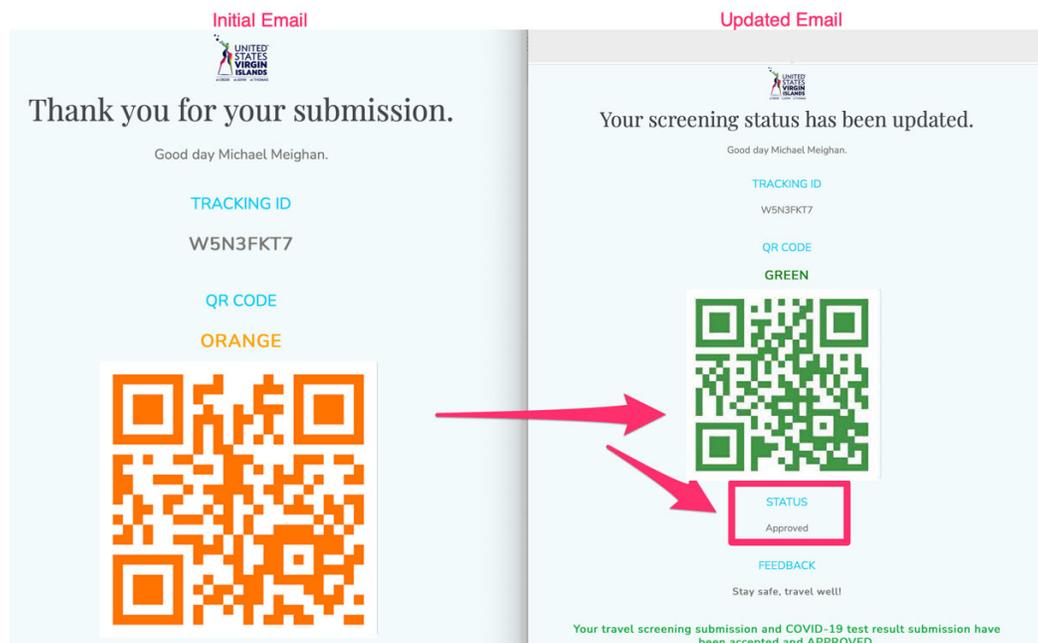
G. What to do with the QR Code

Your Green QR code will need to be presented upon arrival in St. Thomas. So ultimately every student needs access to this QR code in EITHER an electronic OR paper format.

- If you used the student's email address in the "Traveler Information" section of the form, make sure that this account is accessible on their smart phone.
- If you used a parent's email address, make sure that the Green QR email is forwarded to the student's phone.
- We also suggest you:
  - Take a screenshot or photo of the Green QR code and save it on the device that the student will be travelling with. This may be useful if email is inaccessible.
  - Print a paper copy and tuck into the student's passport as a backup.

YEAH!! You are done with the USVI Travel Screening Portal!