

PRE-DEPARTURE CHECKLIST

☐ SAFETY ABROAD DATABASE

The online Safety Abroad Database allows us to monitor your safety while you are away and assist you in the event of an emergency. If you are participating in a University-sponsored international activity, you must register with the database and will be contacted by their Activity Sponsor for registration information.

If you are a student travelling independently (e.g. Field Research, Travel Award or Bursary), please register with the **Safety Abroad Database** by **filling out this form**. You should complete the safety abroad database registration form and return it to the Safety Abroad Office.

☐ WAIVERS

Be sure to complete any documents provided by your department administrator, the program that is sending you abroad or the Safety Abroad Office.

☐ SAFETY ABROAD WORKSHOP

It is mandatory to attend a **Safety Abroad Workshop** before you leave on exchange. These workshops are offered to all undergraduate and graduate students, and cover topics in all areas of safety that need to be addressed for awareness.

☐ TRANSFER CREDIT WORKSHOP (EXCHANGE ONLY)

Transfer credit information sessions are the main way to learn how to get academic credit for your work abroad. These sessions explain the course pre-approval process, the details you need to consider when selecting courses to take abroad, and how to obtain credits upon your return from exchange.

If you are enrolled in one of the following faculties and want to transfer credits back to U of T from your exchange destination, you must attend a pre-departure

Transfer Credit Session

University of Toronto St. George (Arts & Science only)

– Contact **exchange.transfercredit@utoronto.ca**

University of Toronto Mississauga – Contact **Andrew Sedmihradsky**

University of Toronto Scarborough – Contact **Scott Macdonald**

For the faculties not listed above, please contact your faculty registrar for transfer credit information.

☐ **TRAVEL HEALTH INSURANCE AND IMMUNIZATIONS**

Make sure you have adequate health and medical insurance coverage during your time abroad. This is not only a requirement for your participation in any University-sponsored activity but also gives you (and your family!) peace of mind while travelling the world. It is also important to check whether you need any immunizations for the country you are traveling to.

☐ **HOUSING (IF APPLICABLE)**

Ensure that you have arranged accommodation before you leave. Be sure to note the potential move-in and move-out dates, as well as fees involving transportation and food.

☐ **TRANSPORTATION**

It is important to do research on flight times and costs that suit your exchange program timeline and your budget. It is also recommended to arrange transportation to and from the airport.

☐ **VISA/WORK PERMIT**

All governments require foreigners to obtain a visa or work permit in order to reside, work, study, and in some cases, visit their country. Contact the Embassy or Consulate of your host country for specific visa requirements. Visas should be obtained before leaving Canada and you should apply well in advance of your departure date, as the application process can be long and time consuming.

Some countries require foreign nationals to complete a registration card, obtained either before or after arrival. This should be carried at all times.

Details on passport, visa, and dual citizenship are explained in the Health & Safety Travel Guide.

☐ **MONEY**

Local currency (if applicable)

If possible, carry some local currency with you while you are travelling to your destination. If you arrive during a holiday or after business hours, it may not always be possible to exchange money at the airport, and credit cards may not always be accepted. So bring enough cash to cover your ride into town, your accommodation, and any minor expenses along the way.

Exchanging currency

In some countries, Canadian currency may be exchanged at a poor rate or may not be accepted at all. However, by changing money into American dollars and then into the local currency, you are incurring an extra transaction fee.

Before going overseas, plan ahead and consider how you are going to access money while abroad.

OPTIONAL:☐ **Contact Past Students**

Attend information sessions and events held in regards to your learning abroad program to meet and connect with experienced students who can share their tips with you. **Contact us** to be connected!

☐ **Global Affairs Canada**

You may want to research about foreign **policy and security** on your destination country before departure.