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Checklist for Outgoing Students (BNUZ, SMU Field Program, conference group)

Pre-departure Preparation		
Review the Pre-departure Briefing Guide.	Sent via e-mail by International Activities mobility.international@smu.ca	
Read Country Travel Report for your destination/transit country www.travel.gc.ca .	Periodically before departure	
Register with a Canadian Government Office abroad on-line (go to Registration Of Canadians Abroad, known as ROCA, at http://travel.gc.ca/travelling/registration) or register with the government of your home country if you are not a Canadian citizen.	Before departure	
Find out what consular assistance is provided (and not provided) by the Canadian government office abroad: http://travel.gc.ca/assistance/emergency-info/consular/general . If you are not a Canadian citizen, check with the government of your home country.	Before departure	
Find out from the program coordinator how international and domestic travels are arranged. Are you arranging individual travels yourself? Or is your international travel organized by the program using your program fee? If you are making your own arrangement, do not make any plans that cannot be changed easily until your program is confirmed and a visa is obtained if required. Check the terms and conditions of your tickets – some seat-sale type tickets may not allow changes or refunds. The purchase of cancellation insurance with your tickets is highly recommended (in case you were unable to participate at the last minute, due to injury, family emergency, etc.). Check your plan as to what emergencies and events are covered.	Start investigating your options early. If you are making your own travel arrangement, find out exactly when you are expected to arrive in and depart from the program venue.	
For your air travel, find out the restrictions (weight, size and contents) on carry-on and checked baggage. The rules vary from one airline company to another. For tips on what to take on the trip and what to bring home, please see: http://travel.gc.ca/air http://travel.gc.ca/returning/customs/what-you-can-bring-home-to-canada	Before you pack (start early!)	
Give the program coordinator your arrival information (if pick-up service is offered).	As instructed	
Find out how/if accommodation is arranged by the program. Discuss concerns with the program coordinator.	Start investigating early	

Find out how/if meals will be arranged. Will your meals be purchased at local restaurants, or will the accommodation be equipped with a kitchen? Discuss any dietary concerns with the program coordinator.	Start investigating early	
Purchase supplemental health insurance –having insurance adequate for your needs and conditions is extremely important! It is equally important to read the fine print of the insurance plan! (a must) Consider purchasing a travel insurance package that includes flight cancellation, trip interruption, and/or baggage & personal effects coverage. Additional coverage could prevent/reduce disruptions and additional costs. Carefully check the terms and conditions of these policies.	Start investigating ASAP	
For electronic devices, check requirements for: -transformer or power converter (converts a voltage from one value to another) and/or -plug adapters (outlet configurations) Investigate insurance options for your devices. -use of mobile phones while abroad – do you need to unlock your telephone, buy a SIM card, or are any plans offered by your mobile company?	Before departure	
Complete the " Traveler's Summary of Contacts " for your own use – <u>no need to submit this to the International Activities Office.</u>	As soon as accommodation is arranged	
Inform your family and friends of your contact information in-country (or you can give a copy of your completed Traveler's Summary of Contacts).	Before departure	
Find out the Canada Direct number for the destination country so you can call Canada (i.e. family, insurance company, etc.) without having to go through a local operator. Major Canadian telephone companies offer this service. See the example of Bell or look up information about your own telephone service provider.	Before departure	
Visit the Government of Canada website for further planning – see the "Pre-departure Briefing Guide".	Well before departure	
Research: -political, cultural, economic situation -risk assessment -weather/climate -food -cultural norms, dress, religion, customs and laws	Well before departure	
Prior to departure, submit to the International Activities Office:		
Completed 1) waiver form Your waiver will be drafted and e-mailed to you at a later date.	After reviewing the pre-departure briefing materials and after reading the Travel Reports by the Department of Foreign Affairs	
Completed 2) Travel Registration Form (see attachment at the end), 3) passport copy (pages with your photo) and 4) flight itinerary	After in-country accommodation, travel dates, and insurance are arranged	

Travel documents		
Ensure that passport is up to date and valid for at least six months after the scheduled return date to Canada.	ASAP	
Investigate if you need a visa to enter and/or transit all countries on your itinerary and find out what documents are required for the visa application.	ASAP	
Apply for a visa, if you need a visa. The visa application process could take from two weeks to a month or even longer, depending on the destination, your nationality, the duration and purpose of your travel, etc.	After your participation is confirmed. Up to three months ahead of time.	
Make sure you make a copy and carry with you a photocopy of your passport and any other documents and both sides of plastic cards (i.e. credit card, government issued identification, etc.) separately from the originals.	Before departure	
If you are a non-Canadian citizen or a permanent resident of Canada, make sure your Canadian immigration papers are in order for you to re-enter Canada (Study Permit, Temporary Resident Visa, Permanent Resident Card, etc.).	Several months before departure	
Health Matters		
Have a medical check up and arrange for sufficient prescription medications. Check with the host country whether or not there are any restrictions about importing certain kinds and amounts of medications.	At least two months before departure	
Depending on the destination and the nature of academic work, anticipate adverse conditions and prepare for it.	Prior to departure	
Contact a travel medicine clinic if applicable. Check out DFAIT's Travel Health and Safety info.	2-3 months prior to departure depending on your destination	
Contact MSI if you are from Nova Scotia (or the health insurance provider of your home province) and notify your travel plans (though this step may not be necessary for a short-term sojourn overseas. Please inquire the provincial health insurance program of your home province). The International Activities Office can prepare a letter for you to send to the provincial health insurance provider if necessary. Please also note that "Persons on a Study Permit are eligible for insured services in Nova Scotia only. Services rendered while outside the province would be the responsibility of the individual." (current as of May 2015 at http://novascotia.ca/DHW/msi/moving_travel.asp see under "Moving to Nova Scotia from outside Canada).	Prior to departure	
Prepare a small first aid kit with basic medical	Well before departure. If	

supplies (band-aid, pain medication, sunscreen, antibacterial cream, etc.) and others (feminine hygiene items, hand sanitizer, insect repellent, allergy medication, water purification tablets, etc.). (These are general suggestions, and not all may be necessary for your travel.) Note that your personal medical items (ingredients, syringe, quantity, etc.) are subject to local import/export laws, even if they are legal in Canada.	necessary, contact the government of the host country to ask about customs requirements 2-3 months prior to departure.	
Keep all prescription medications in the original, labeled container. Pack an extra supply and carry a duplicate of your original prescription, listing the generic and trade names of the product. Note that your personal items (ingredients, syringe, quantity, etc.) are subject to local import/export laws, even if they are legal in Canada.	Well before departure. If necessary, contact the government of the host country to ask about customs requirements 2-3 months prior to departure.	
Financial Matters		
Pay tuition and fees on time.	As instructed	
Make financial arrangements. Have some pocket money in the host country's local currency and plan how to transport/transfer other funds. Most foreign currencies will need to be ordered in by the bank – allow at least one week for currency exchange. (Check information about the local currencies under the "Laws and Culture" tab in the Travel Report for the destination/transit countries)	At least a few weeks prior to departure	
Call your credit card company and inform them of your travel dates and destinations.	Prior to departure	
Find out if credit card and debit card are commonly accepted in the destination country. Ensure PIN is the same digit. If cash is more widely used, factor this in when you determine how much local currency to exchange prior to travel.	A few weeks prior to departure	
Learn how to do on-line banking – this becomes handy when you need to transfer funds or pay bills while overseas. Watch the security features if you were accessing personal information via internet while overseas.	Prior to departure	
Clear any debts on your Saint Mary's Banner account. Know when your tuition payment is due if applicable.	Prior to departure	
Arrange for someone to take care of financial and legal matters while away, as necessary.	Prior to departure	
Others		
Get extra passport photos (for various purposes)	Before departure	
Bring Saint Mary's materials (i.e. t-shirt, information brochures, etc.) in case the host institution organizes welcome events or a study abroad fair for their students in the case of exchange. Remember, you will be seen as a Saint Mary's representative, so be a good ambassador!	Before departure	
E-mail International Activities	While overseas	

(mobility.international@smu.ca) to inform any travel outside of the country of your primary stay. The University would like to be able to locate students around the world in cases of emergencies, natural disasters, political unrests, etc. For example if you study in Hong Kong, and plan to travel to Thailand over a school break, you should inform this.		
Send stories and photos to the International Activities Office mobility.international@smu.ca .	While abroad/upon return	
Write a thank you note to the donor of the awards and/or scholarships, if you received any.	Prior to and after the overseas experience	
Report critical incidents that you would like to have followed up to mobility.international@smu.ca .	Upon return	
Volunteer to help promote international programs at Saint Mary's.	Upon return	
Share your experience with your friends and fellow classmates. Additional information may be collected via a debriefing form to use as resource for future students.	Upon return	
Complete the post-program survey and/or report if required	As instructed by the program	

For more information, contact:
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International Activities Office
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Travel Registration Form

The International Activities Office at Saint Mary's University is committed to protecting the privacy of individuals.

The personal information requested in this form will be used only by office staff in responding to emergency situations and will not be released to any third party without your consent.

Name: _____ **Project/Program:** _____
 (Please print your name as shown on passport) (e. g. exchange, thesis research, field study, other, etc.)

Please attach a photocopy of the photo page of your passport.

<p>Status: Please check</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Community member</p>	<p>Destination: _____</p> <p>Dates outside of Canada: _____</p> <p>_____</p>
<p>In case of emergency the University can contact this person for or with information about me (i.e. your parent, guardian, a relative in the host country if any, etc.):</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Tel: (h) _____ (w) _____ (c) _____</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Tel: (h) _____ (w) _____ (c) _____</p>	<p>Contact while I am outside of Canada (your own contact information in the host country, such as your e-mail, telephone at your accommodation if known, on-site advisor/coordinator through whom we can get in touch with you):</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Tel: (h) _____ (w) _____ (c) _____</p>

◆ I authorize the release of this personal information by the staff of Saint Mary's International Activities Office to Consular officials or to other relevant administrative offices in the University in the case of an emergency.

◆ I authorize the retention of this information on file for the duration of my involvement with the project.

Signature: _____ Date: _____