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|  |  | |  | | --- | |  | | STUDENT TrAVELER’s Checklist | |  | |

# Pre-departure

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|  | Attend a Risk Management Travel Orientation or register and complete on-line learning modules |
|  | Register as a student traveler with the University through Campus Safety Travel Abroad registry and review travel policy: <https://www.uleth.ca/campus-safety/forms/student-safety-abroad-registry> |
|  | Visit Travel.gc.ca for essential country travel advice and register as a Canadian abroad at <http://travel.gc.ca/travelling/registration> |
|  | Update or apply for passport and ensure its validity for 6 months beyond returning home |
|  | Apply for any required VISA permit |
|  | Apply for an international driving permit if applicable |
|  | Make medical appointments for vaccinations and/or consult regarding health/dental |
|  | Confirm any required medications (types and quantities) are available in the host country and are not prohibited |
|  | Make appointment with bank if required and notify banks and creditors of travel abroad |
|  | Confirm insurance coverages (i.e. health, medical, dental, disability, property, liability, travel) |
|  | Submit International Travel Waiver to UofL department contact in relation to the program abroad |
|  | Confirm travel arrangements at destination inclusive of hotel/residence and ground transportation |
|  | Copy and secure vital documents |
|  | Place consular card in wallet |
|  | Download International SOS app |

# What to Leave for Family and Caregivers at Home

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|  | Leave your contact information including the names, addresses, and phone numbers where you are staying. |
|  | Confirm expectations and method of communication while abroad (i.e. phone, Skype, FaceTime) |
|  | Leave copies of or access to insurance policy information and vital documents in relation to your time away |
|  | Your travel itinerary |

# While abroad

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|  | If you require assistance while abroad contact SOS International and quote the UofL membership number or contact the nearest Canadian Consular office and refer to on line contact information at Travel.gc.ca and/or consular wallet card for numbers and locations. |
|  | International SOS from your phone app or at dedicated scholastic line: +1.215.942.8478 tell the representative:  \*Who you are and your membership number with the UofL no. 27AYCA545904  \*Where you are  \*What the emergency is |
|  | In the event of an incident or accident abroad make sure to advise your sponsoring department and complete the C.A.I.R. at: <http://www.uleth.ca/risk-and-safety-services/node/add/cair> |

*Disclaimer: This checklist entails important highlights regarding details of preparing for a trip abroad in relation to the University of Lethbridge, but in no way does it constitute an entire list of all matters that may require attention prior to, during and after travel.*