Undergraduate / Graduate Students Travelling to a Low-Risk Destination in a Group

1. Check the Global Affairs Canada advisory level for the country you will visit

   If travelling to a country with a Level 1 advisory (Exercise Normal Security Precautions) or a Level 2 advisory (Exercise a High Degree of Caution), read the posted travel advice for your destination and continue with the next step.

2. Register your travel

   Register on SFU's International Travel Safety Database.
   (An up-to-date Registration Guide can be found at www.sfu.ca/travelsafe)

   Register with the Registration of Canadians Abroad. Students who are not Canadian citizens are strongly encouraged to register with their home country’s Foreign Affairs department/ministry.

3. Complete an Emergency Plan (See Appendix A-4)

4. Complete a Terms of Participation Contract (See Appendix A-7)

5. Complete a Waiver or an Assumption of Risks Form (See Appendix A-8)

6. Complete a Consent to Disclose Personal Information Form (See Appendix A-9)

7. Attend a Pre-Departure Orientation

8. Ensure that their passport is valid for at least 6 months beyond the date of your return to Canada and that you have all the necessary travel documents including visas

9. Visit a Doctor and/or a Travel Clinic

10. Ensure that you have adequate health insurance and travel insurance

You must have comprehensive and sufficient insurance coverage appropriate to travel, study, and work overseas. It is strongly recommended that you review the policies carefully, including the fine print, to ensure that you know what it covers and more importantly, what it does not cover.

Student Name: _____________________________ Student ID: ______________________

The activity leader/sponsor below has verified that the student named above has completed the steps listed.

Verified by (please print): ___________________________ Department: ___________________________

Signature: ___________________________ Date: ___________________________