



Step 1: Click on "My Applications"



[MY APPLICATIONS](#)
[STUDY PROGRAMS](#)
[FUNDS](#)
[ORIENTATIONS](#)
[MY PROFILE](#)

This tab allows you to manage all of your Study Abroad Program and Fund applications, as well as your Orientation registrations. You will find all of your applications listed below.

Step 2, Click on "Registration"

You can apply for up to three Individual Programs, three Group Study Programs and three "Other" programs (internships) at the same time. After completing the online application, you will be able to track the status of your application in the tab "My Applications". The status of your application will be "Submitted". Once your application is approved, your application will be moved to the "Accepted" status. Once you are accepted, you will be able to click on the "Registration" link to complete your registration.

Group Study Application(s)

No active applications. Click "View All" to list older applications

[View All](#)

Individual Program Application(s)

(Accepted) 2016/17 Exchange Technische Universität Berlin [Details](#) [Application](#) [Registration](#)

[View All](#)

Other Application(s)

No active applications. Click "View All" to list older applications

[View All](#)

Step 3, Complete Registration except section as indicated below

Program Registration

Please complete the form below as fully as possible at this time and submit. Provide missing details at least two weeks prior to departure.

If necessary, you may save an incomplete application and return to it at a later date. Your session will time out after 60 minutes, so we recommend you click "Save As Draft" often. Once you have completed the form, you will be able to make corrections and updates to your information (such as updated passport details or missing insurance information).

Program Name:

Program Dates: to

Program Status:

Emergency Contact Information

Emergency Contact 1:	Emergency Contact 2:
Name: <input type="text"/>	Name: <input type="text"/>
Relationship: <input type="text"/>	Relationship: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>

Student Contact Information in Host Country

Your host country contact information (if known).

Phone: Email:

Address:

City: Province/State:

Country: Postal Code/ZIP:

Health Information

I have a chronic illness. ☐ Yes ☐ No

If yes, please specify

Do not fill in "Student Contact Information in Host Country" section.

You fill this in within first week of arrival, or as soon as you have the correct information for your contact information abroad!

Please keep this section updated if you move while abroad.

RAISA (Registration and Application for International Study Activity)

MY APPLICATIONS STUDY PROGRAMS FUNDS ORIENTATIONS MY PROFILE

Program Registration

Please complete the form below as fully as possible at this time and submit. Provide missing details at least two weeks prior to departure.

If necessary, you may save an incomplete registration as a draft and return to complete the form at a later date. Your session will time out after 60 minutes, so we recommend you click "Save As Draft" often. Once you have submitted a complete registration, only staff will be able to make corrections and updates to your information (such as updated passport details or missing insurance information).

Program Name: 2016/17 Exchange Chinese University of Hong Kong

Student: Jane Doe (10164918)

Status:

Emergency Contact Information

Emergency Contact 1:

Name:

Relationship:

Phone Contact 1: ☐ International

Phone Contact 2: ☐ International

Emergency Contact 2:

Name:

Relationship:

Phone Contact 1: ☐ International

Phone Contact 2: ☐ International

Emergency Contact 2 required for Group Study Programs.

Student Contact Information in Host Country

Your host country contact information (if known)

Phone:

Email:

Address:

City:

Country:



This section should be left blank until your local address and phone number in your host country are arranged! It must be YOUR address and phone number. If you cannot update this section after you have arrived, email your exchange advisor with this information so they can update it for you.

**It is crucial that you give us this information
so we can reach you in an emergency!**

Please note: You MUST submit your registration at least 2 weeks before you leave so that your UCalgary registration goes through properly to Risk Management. You can edit this section after you submit your registration (no other sections will be editable).

Health Information

I have a chronic illness. ☒ Yes ☐ No

If yes, please specify

Asthma

I have a disability ☐ Yes ☒ No

If yes, please specify

I have allergies ☒ Yes ☐ No

If yes, please specify

Shellfish

I have required medications ☒ Yes ☐ No

If yes, please specify

ventolin (asthma inhaler)

Do you have any other physical and/or mental conditions that would affect your participation? (eg. pregnancy, depression)

☐ Yes ☐ No

If yes, please specify

This information is kept confidential, and allows us to work with you to arrange appropriate academic, health, and wellness supports while abroad, to ensure your successful exchange!

Passport

Please note: Many countries require your passport to be valid for up to 6 months beyond your anticipated return date. If your passport will expire within that timeframe, we would ask you to please renew your passport now and provide our office with the updated information once your new passport has been issued. If you do not have a passport, please apply for one immediately. In this case, please complete and save this registration as a draft until you are able to input your passport information.

Birthplace City: Edmonton

Birthplace Province/State/Territory: Alberta

Birthplace Country: Canada

Please enter the following information on the passport that you will be using to travel.
This section requires that you complete all sections or leave it blank. If you do not have complete passport information for the passport you will use during your program travel, please leave this section blank and update it at a later time.

Passport Number: AB123456

Passport Date Of Issue: 2/10/2016

Passport Expiry: 2/10/2026

Passport Issue City: Calgary

Passport Issue Country: Canada

Upload Passport Image: Upload a clear image of the identification page from your passport
(Please limit size of pictures to 1MB or less.)

Choose File Data_Page_of_Canadian_Passport.jpg

Save As Draft Submit Cancel Print

If you are in the process of renewing your passport, please leave this section blank and "save" your registration as a draft until you can input your new passport information.

**Step 4, Complete all information here,
(except passport info if you are updating your passport).**

**Note: Passport info & upload
MUST be updated 2 weeks before your program starts!**

I have required medications ☐ Yes ☐ No

If yes, please specify

Do you have any other physical and/or mental conditions that would affect your participation? (eg. pregnancy, depression)

☐ Yes ☐ No

If yes, please specify

☐ I have read and agree to the terms outlined in the [Participation Agreement](#).

☐ I have read and agree to the terms outlined in the [Informed Consent](#).

Passport

Please note: Many countries require your passport to be valid for up to 6 months beyond your anticipated return date. If your passport will expire within that timeframe, we would ask you to please renew your passport now and provide our office with the updated information once your new passport has been issued. If you do not have a passport, please apply for one immediately. In this case, please complete and save this registration as a draft until you are able to input your passport information.

Birthplace City:

Birthplace Province/State/Territory:

Birthplace Country:

Please enter the following information on the passport that you will be using to travel.
This section requires that you complete all sections or leave it blank. If you do not have complete passport information for the passport you will use during your program travel, please leave this section blank and update it at a later time.

Passport Number:

Passport Date Of Issue:

Passport Expiry:

Passport Issue City:

Passport Issue Country:

Upload Passport Image:

Upload a clear image of the identification page from your passport
(Please limit size of pictures to 1MB or less.)

No file chosen

**IMPORTANT: Passport uploads should
be in a jpeg format
and MUST be a colour scan of BOTH of
the two ID pages
of your passport.
Photographs of your passport or
passport photo are NOT PERMITTED.**

What should my passport scan look like?



Please check that you chose the right picture! No, Photographs are not allowed!
Nor is only 1 page of the passport.



This is the format that must be submitted.
Please come by our office to have
your passport scanned as per our guidelines.

Step 5 – If you have any issues completing your registration (system errors are uncommon but they do happen), please contact your advisor, or study.abroad@ucalgary.ca if they are not available.

