



<b>Date Last Reviewed</b>	March 22 <sup>nd</sup> , 2023
<b>Date Last Revised</b>	January 28 <sup>th</sup> , 2025

Please review the information below. If you have any questions, please contact Risk Management and Insurance at [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca).

**You may be required to upload this document as part of your travel registration process. If required for your travel, there is a section at the end of this document which you will need to sign prior to uploading to your travel registration.**

	<b>Review</b>	<b>Resource</b>
<input type="checkbox"/>	UCalgary International Travel Policy	<a href="https://www.ucalgary.ca/legal-services/university-policies-procedures/international-travel-policy">https://www.ucalgary.ca/legal-services/university-policies-procedures/international-travel-policy</a>
<input type="checkbox"/>	UCalgary International Travel Procedure	<a href="https://www.ucalgary.ca/legal-services/university-policies-procedures/international-travel-procedure">https://www.ucalgary.ca/legal-services/university-policies-procedures/international-travel-procedure</a>
<input type="checkbox"/>	UCalgary Country Risk Ratings	<a href="https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk">https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk</a> (CAS log-in required)
<input type="checkbox"/>	Government of Canada Travel Advice & Advisories by Destination	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a>
	<b>Deciding to Travel – consider the following:</b>	Go to <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Tabs include Safety and Security, Entry/Exit Requirements, Health, Laws and Culture, Natural Disasters and Climate and Assistance  Go to the International SOS Mobile App – see page 2 for directions to download the app.
<input type="checkbox"/>	<b>Crime</b> – crime rates, common crimes, areas to avoid, taxicab swindles, etc.	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Safety and Security
<input type="checkbox"/>	<b>Entry and Departure Requirements</b> – review documentation required to pass customs, immigration, and visa requirements.	International SOS App -> Country -> Travel  <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Entry/Exit Requirements
<input type="checkbox"/>	<b>Environmental conditions</b> - common weather, common wildlife, increased altitudes that may affect travelers.	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Natural Disasters and Climate
<input type="checkbox"/>	<b>Health conditions</b> , including common diseases or parasites.	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Health
<input type="checkbox"/>	<b>Holidays/celebrations</b> that may affect your travel plans.	International SOS App -> Country -> Travel -> Calendar

<input type="checkbox"/>	<b>Laws of that country</b> may be significantly different than those of Canada.	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Laws and culture
<input type="checkbox"/>	<b>Political conditions</b>	International SOS App -> Country -> Security -> Country Stability
<input type="checkbox"/>	<b>Safety and security conditions</b>	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Safety and security
<input type="checkbox"/>	<b>Transportation conditions</b> (road conditions, driving, using taxicabs, public transportation).	International SOS App -> Country -> Getting Around
<input type="checkbox"/>	<b>Water and food safety</b>	International SOS App -> Country -> Medical -> Food and Water  <a href="https://travel.gc.ca/travelling/health-safety/food-water">https://travel.gc.ca/travelling/health-safety/food-water</a>
<b>Before You Go</b>		<b>Resource</b>
<input type="checkbox"/>	<b>Register</b> on the University of Calgary Travel System. This allows us to contact you if we become aware of an emergency in the area to which you are travelling.	<a href="https://iac01.ucalgary.ca/RiskMgmt/">https://iac01.ucalgary.ca/RiskMgmt/</a> (CAS login required)
<input type="checkbox"/>	<b>Register</b> with the Government of Canada (or with the country of your passport).	<a href="https://travel.gc.ca/travelling/registration">https://travel.gc.ca/travelling/registration</a>
<input type="checkbox"/>	<b>Download</b> the International SOS Assistance App for mobile phones, which provide you with travel alerts and 24/365 access to their emergency services.  You can also visit their website. The University's membership number is: 27AYCA093142.	<b>App:</b> <a href="https://www.internationalsos.com/subscriber/assistance-app">https://www.internationalsos.com/subscriber/assistance-app</a>  <b>Website:</b> <a href="https://www.internationalsos.com">https://www.internationalsos.com</a>
<input type="checkbox"/>	<b>Entry and Departure Requirements</b> – obtain proper documentation required to pass customs, immigration, and visa requirements in that country. Familiarize yourself with any departure tax requirements, immigration procedures, etc. Before you leave check with the closest diplomatic mission for your destination.	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Entry/Exit Requirements  International SOS App -> Country -> travel -> Getting There
<input type="checkbox"/>	<b>Prepare for Emergencies:</b> Obtain a University of Calgary Emergency Assistance Card and/or luggage handle wrap by contacting us at <a href="mailto:riskmgmt@ucalgary.ca">riskmgmt@ucalgary.ca</a> – it will contain 24-hour assistance phone numbers. Alternatively, use your mobile phone and take a picture of the card or print off a copy.  Obtain the phone numbers and addresses of the nearest Canadian consulate or embassy office (you may also want the same information for the	<a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> -> Country -> Assistance

	British, U.S. or Australian offices as they may be willing to assist).	
<input type="checkbox"/>	<b>Field Work</b> – anyone doing Field Work internationally must follow all requirements as outlined in the Field Safety Standard and submit completed field safety documentation to Department Head or Designate for review and approval.	<a href="https://www.ucalgary.ca/risk/environment-health-safety/programs-standards-cops/field-safety-standard">https://www.ucalgary.ca/risk/environment-health-safety/programs-standards-cops/field-safety-standard</a>
<input type="checkbox"/>	<b>Health</b> - See your doctor and dentist before you travel.	
<input type="checkbox"/>	<b>Health Emergencies:</b> Keep a health emergency card on your person, written in the language of the country/area to which you are travelling (i.e., your name, language(s) that you speak, medical conditions, allergies, and emergency contact numbers).  Obtain information on medical services in that area, including how to obtain them. You can contact International SOS ahead of time as well, to obtain a list of vetted service providers.	Phone: 1 (215) 354-5000
<input type="checkbox"/>	<b>Vaccinations:</b> Ensure you adhere to the vaccination requirements of your country of travel and can provide the appropriate proof of vaccination.  Ensure your routine vaccinations are up to date.  Strongly consider the recommended vaccinations as well.  Go to a travel clinic for a consultation with a travel medicine specialist as they can provide advice regarding the communicable diseases in that country/area as well as how to prevent or mitigate those risks.	International SOS App -> Country -> Medical
<input type="checkbox"/>	<b>Emotional Support Programs:</b> Employees travelling abroad can also access TELUS Health's Employee and Family Assistance Plan (EFAP). This is a confidential service available to employees and their dependents, at no cost, to help support wellbeing. TELUS Health has a variety of services, including counselling, financial and legal consultation, childcare and eldercare locator tools, and much more. TELUS Health	<b>Employees/Academic Staff Members:</b> Toll-free anywhere in North America: 1-866-424-0699 International (outside North America) 1-905-886-3605  Tell the representative the name of your employer and what country you are calling from and request they call you back immediately, or at a time convenient for you.

	<p>services are available 24 hours a day, 7 days a week.</p> <p>Students, Post-Docs, Interns, Externs and Volunteers can access International SOS programs 24 hours/365 days a year.</p>	<p>Provide the representative with the telephone number where you can be reached.</p> <p><a href="https://www.ucalgary.ca/hr/wellness/wellbeing-worklife/employee-and-family-assistance-plan">https://www.ucalgary.ca/hr/wellness/wellbeing-worklife/employee-and-family-assistance-plan</a></p> <p><b>Students, Post-Docs/Interns/Externs/ Volunteers:</b> International SOS (Call Collect) - 1 (215) 354-5000</p>
<input type="checkbox"/>	<p><b>Medications:</b> Check the regulations of your destination country regarding importation of your medications, as some drugs may be strictly prohibited (especially narcotics and psychotropics). Travel with medications in original containers</p> <p>Take extra with you in case your trip takes longer than expected.</p> <p>Take a copy of your prescriptions.</p> <p>You can arrange for a copy of your personal health record to take with you, including a letter from your doctor explaining your need to take those medications/</p>	
<input type="checkbox"/>	<p><b>Take extra prescription glasses or contact lenses</b></p>	
<input type="checkbox"/>	<p><b>Bring a first aid kit</b></p>	
<input type="checkbox"/>	<p><b>Communications:</b> Set up a regular check-in process with someone at home or at the University. Ensure that they know how to contact the University for assistance, if you do not check in.</p> <p>Review emergency services phone numbers in that country (i.e., what they use for 9-1-1), and how to dial into to the country as well as calling back to Canada.</p>	<p>International SOS App -&gt; Country -&gt; Travel -&gt; Phone &amp; Power</p>
<input type="checkbox"/>	<p><b>Driving:</b> Ensure that you understand the language and/or road signs.</p> <p>Be aware of specific driving concerns (i.e. might be particularly dangerous at night or certain stretches of road have high accident rates).</p>	<p>International SOS App -&gt; Country -&gt; Travel -&gt; Getting Around</p>

	<p>Check to ensure that you have the appropriate driver's license and drivers permit.</p> <p>Ensure that you understand rental agency agreements.</p> <p>Purchase the appropriate insurance (see Risk Management &amp; Insurance website link to the right).</p>	<p><a href="https://ucalgary.ca/risk/risk-management-insurance/drivingvehicles/vehicles/vehicle-rentals">https://ucalgary.ca/risk/risk-management-insurance/drivingvehicles/vehicles/vehicle-rentals</a> -&gt; "Driving Vehicles outside Canada and the U.S.A."</p>
<input type="checkbox"/>	<p><b>Keep an extra copy of your critical documents:</b> Including passport and visa information, up-to-date vaccination documents, host country identification papers and any Embarkation Cards. Keep them in a different place than the originals in case the originals are lost.</p> <p>Copy of your health/travel insurance.</p> <p>Leave a copy of these documents, along with your planned itinerary, with family or friends.</p>	
<input type="checkbox"/>	<p><b>Cultural differences / tips</b></p>	<p>International SOS App -&gt; Country -&gt; Travel -&gt; Cultural Tips</p>
<input type="checkbox"/>	<p><b>Equipment</b> - if you are bringing University equipment with you, please check with Supply Chain Management – Customs and Traffic – to determine if you need a bond to ensure that you can export the equipment and return it to Canada.</p>	
<input type="checkbox"/>	<p><b>PPE</b> - Review masking requirements for all modes of transportation as well as at destination. Consider bringing extra supplies (Ex. Masks, wipes, hand sanitizer etc.)</p>	
<input type="checkbox"/>	<p><b>Attend a briefing</b> – (required for all Undergraduate students or those going to High or Extreme Risk countries) – for all others it can be set up by your Department through UCalgary International Study Abroad or it can be done at department level).</p>	
<input type="checkbox"/>	<p><b>DO NOT</b> take weapons, alcohol or medications/drugs not permitted in that country.</p>	
<b>Group Travel</b>		
<input type="checkbox"/>	<p>If you are travelling as a group, prepare an emergency plan.</p>	<p><a href="https://www.ucalgary.ca/risk/risk-management-insurance/travel/before-you-go">https://www.ucalgary.ca/risk/risk-management-insurance/travel/before-you-go</a> -&gt; Group Travel Emergency Plan</p>

I have read the recommendations above and have had the opportunity to send any questions to Risk Management & Insurance.

I understand that it is my responsibility to:

- a) ensure that I have adequately checked the conditions of the country I am travelling to prior to my departure,
- b) ensure I am covered by adequate medical insurance,
- c) have the required documentation to enter and depart the country, and
- d) remain aware of local and country situations during my travel.

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Date

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Signature

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Name (please print)