



## Pre-Departure Checklist

### *Emergencies*

- Register with the **Student Safety Abroad Registry**: [registry.safetyabroad.ubc.ca](http://registry.safetyabroad.ubc.ca)
- Be aware of **travel advisories** and common problems when travelling abroad: [travel.gc.ca](http://travel.gc.ca)
- Fill out and bring the **UBC Emergency Wallet Card** (UBC Campus Security 1-604-822-2222)
- Complete **Third Party Authorization** & emergency contacts online at the Student Service Centre
- Know the address of the nearest embassy or consulate in your destination country
- Register your travel with the government to receive timely advice during an emergency
  - For Canadians, register with Registration of Canadians Abroad (ROCA) ([travel.gc.ca/travelling/registration](http://travel.gc.ca/travelling/registration)) & know the Emergency Assistance number **1-613-996-8885**

### *Travel Health & Medical Insurance*

- Ensure you have adequate travel and medical insurance** (extended medical and emergency insurance) & **understand your coverage** (e.g. the amount you are covered for, if you are covered for certain activities, pre-existing medical conditions)
- Know your insurance provider, policy number, and telephone number
- Inform MSP and any other medical insurance providers of your travel
- Obtain any **vaccinations or immunizations** that are needed (check with a Travel Clinic [travelclinic.vch.ca](http://travelclinic.vch.ca) or family doctor)
- Bring your prescriptions (in original labelled containers) and medical records

### *Passports & Visas*

- Find out if your destination country requires a visa and ensure that you have the right type of visa
- Ensure that your passport will be valid for six months after your date of entry to your destination
- Photocopy the ID page of your passport** and keep a copy with you and another at home

### *Itinerary, Destination & Money Matters*

- Research your destination** and know the 4 C's: Customs, Currency, Culture, and Climate (e.g. know what to pack, how much money to bring with you, areas to be aware of, etc.)
- Leave a copy of your travel itinerary** with a relative or friend and inform them of any changes
- Know your address, phone number, and **emergency contacts** in the destination country
- Learn about banking fees and card compatibility to ATMs
- Notify bank or credit card companies of your travel to avoid having your cards blocked
- Submit any other specific pre-departure forms as required by your faculty, program, or department