Pre-Departure Checklist

**Emergencies**

- Register with the Student Safety Abroad Registry: registry.safetyabroad.ubc.ca
- Be aware of travel advisories and common problems when travelling abroad: 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) & 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 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