

Faculty of Arts Internship Office International Internship Travel Checklist

Successful travel depends upon careful preparation. The following questionnaire is meant to help you prepare for your travels.

Pre-departure Preparation:

Have you read the Department of Foreign Affairs of Canada Travel Report for your host country?
Will you check it regularly?

<http://travel.gc.ca/travelling/advisories>

☐ Yes ☐ No

Take your first step to a safe and healthy trip abroad with help from this wide range of publications.
<https://travel.gc.ca/travelling/publications>

☐ Yes, I have read

Have you attended the University-wide Pre-Departure Information Session?

☐ Yes ☐ No

Have you registered your travel activity on Minerva?

☐ Yes ☐ No

Do you have a passport that is valid for at least 6 months past the end of your internship?

<http://www.pptc.gc.ca/>

☐ Yes ☐ No

Will you need an entry visa for your host country?

<http://travel.gc.ca/travelling/documents/visas>

☐ Yes ☐ No

Are you familiar with the history of your host country, its current political climate as well as its cultural norms?

http://news.bbc.co.uk/2/hi/country_profiles/default.stm

<http://www.intercultures.ca/cil-cai/overview-apercu-eng.asp?iso=ca>

☐ Yes ☐ No

Have you purchased foreign currency or traveller's cheques? Have you contacted your bank to find out if your Canadian debit or credit card will work overseas?

☐ Yes ☐ No

Have you arranged accommodation and transportation upon your arrival in your host country?

Have you informed your host organization of your arrival plans?

☐ Yes ☐ No

☐ Please list all of the vaccinations you require for your host country
(do not include medication to treat a personal illness).

t

Date Received

1.	
2.	
3.	
4.	
5.	
6.	

Will you need to bring prescription medication with you (such as malaria prevention medication)?
If yes, have you refilled your prescription?

☐ Yes ☐ No

Physical address and contact information of the closest embassy/consulate in your host country
http://www.international.gc.ca/cip-pic/description_bureaux-offices.aspx?lang=eng

If you are Canadian, have you registered online with the Registry of Canadians Abroad (ROCA)? When completing question 13 of Section A (Status in Destination Country), please indicate "Visitor Work" (the last option in the scroll-down list). <http://www.voyage.gc.ca/faq/roca-eng.asp>

☐ Yes ☐ No

If you are not Canadian, have you registered with your home country's ROCA equivalent? Remember to find out if you will need to activate your registration upon arrival to your host country.

☐ Yes ☐ No

This is a personal exercise. Please take the time to answer each question properly. It is important to reflect on what you will do in emergency situations and to keep this information with you.

☐ ☐

In case of a medical emergency who would you contact (please list your 1st, 2nd and 3rd contact)? What is the physical address and contact information for the closest English-speaking hospital?

In case of a non-medical emergency, how would you report a problem to the police?

If you have to leave the country during an emergency, who would you contact? (Please list your 1st, 2nd and 3rd contact)?

In Your Host Country

Upon arrival in your host country, you must contact your country of citizenship's nearest consulate/embassy to activate your registration.

Information that you must keep with you at all times while in your host country:

- A photocopy of your passport and visa
- A photocopy of your health insurance contract, including all account numbers and the toll-free 24/7 emergency phone number of your insurance provider
- A copy of your "in case of emergency" plan
- Contact information for your country of citizenship's embassy/consulate in the country you are visiting
- Health insurance card of your country of citizenship
- Phone numbers of people to contact on your behalf in case of an emergency
- Contact information of your host organization

Check-in:

You must check-in with the Arts Internship Office **within 5 days of the start of your internship** to provide your contact information during the internship using this link

<http://www.mcgill.ca/arts-internships/forms/arts-internship-check-form>

One month in:

Remember that any exercise – even the most carefully planned and structured – requires adjustments as it unfolds. In your one month report, please include details on successes and disappointments, what you have learned through the experience, and some thoughts on how you see dealing with some of the challenges.

Check-out:

Notify the Arts Internship Officer by email (aio@mcgill.ca) of the completion of your internship within 3 days of your internship end date.

Important Contacts:

- Emergency contact for the Faculty of Arts Internship Office:
 - 514-398-2916 and/or 514-826-9239
- McGill University Campus Security
 - 24/7 emergency number: 514-398-3000
- The Canadian government's 24/7 free hotline for all Canadians travelling abroad
 - Call collect: 613-996-8885
 - Toll free in some countries:
 - http://www.voyage.gc.ca/contact/toll-free_sans-frais-eng.asp
 - Email: sos@international.gc.ca
 - Website : <https://travel.gc.ca/assistance/emergency-assistance/emergency-contact-form>
- Other emergency contact(s): _____

Student Name (Printed): _____

Signature _____