



STUDENT PRE-DEPARTURE CHECKLIST

As a McGill student, you know that preparation is key. This checklist provides an overview of the steps to complete prior to your university-sanctioned activity. Please ensure to diligently consult each section accordingly and perform the necessary follow-ups when required.

Registration of travel

- I have registered my travel itinerary via the [McGill Student Travel Registry](#) at least 4 weeks prior to my scheduled departure.
- Canadian Students:** I have registered my trip with the Canadian Government's [Registration of Canadians Abroad](#).
- International Students:** I have registered my trip with my home country's foreign affairs office, if available.
- I am aware and have taken note of the Canadian consular assistance number or my home country's equivalent.

Immigration requirements

- Certain countries require six months of passport validity. I have researched and verified that my passport is valid for my scheduled departure and return.
- I have visited the website of the destination's embassy and verified the country-specific entry requirements, including the visa requirements (if applicable) and have made the appropriate arrangements.
- I will bring with me two pieces of government identification (e.g. birth and/or citizenship certificates, driver's license, ID card) in case my passport needs to be replaced while I am abroad.
- International Students:** I have checked my Canadian study permit/work permit and temporary resident visa expiration dates and have planned accordingly. I have contacted [International Student Services](#) with any related questions.

Insurance Matters

- I have reviewed my insurance policy and confirmed that it will remain valid in all of my locations and throughout all of my activities abroad.
- I have verified whether my host institution (if applicable) requires a specific or mandatory type of insurance.
- I have insurance that covers emergency health, evacuation, trip cancellation and interruption.

Please note: Some insurance policies can be affected by personal health factors, travel advisories, participation in political demonstrations and other high-risk activities such as extreme sports or riding motorcycles.

For more information on travel insurance: [Global Affairs Canada – Travel Insurance](#)

Technology

- I have diligently researched what means of communication (access to internet, etc.) will be available during my trip.



- I have downloaded the [two-factor authentication](#) (2FA) on my mobile device prior to my departure. This will allow students to sign into their McGill affiliated email address while travelling which is required for safety purposes.
- I have consulted the following article on how to authenticate when I am travelling: [McGill IT Knowledge - FAQs for two-factor authentication \(2FA\) \(service-now.com\)](#)
- I will continue to monitor my McGill email address on a regular basis while abroad.
- While I am on my university-related activity, I will ensure to log into the McGill Student Travel Registry on a regular basis as the app will enter a hibernation mode every 30 days or so. I acknowledge that not following the instructions above would prevent me from receiving notifications or check-ins from the Safety Abroad Officer in an emergency.

Finance

- I have converted an amount of cash into the local currency.
- I have developed a budget for my travels and will allow for discrepancies.
- I have a plan as to where I will keep my wallet/cash and other important documents while traveling.
- I have access to additional resources of cash in the event of an emergency or an unexpected obstacle.
- I have researched the availability of ATM's during transit and upon arrival at my destination.
- I have consulted with the Scholarships and Student Aid Office prior to my departure (if applicable).
- I have informed my bank of my future travel plans prior to my departure.

Transportation and Accommodations

- I have researched and received approval regarding the type of accommodation(s) that will be available during my stay.
- I have taken all necessary measures prior to departing from Montreal, including subletting my lease if necessary, contacting my internet billing company and/or heating as examples.
- I have determined the primary modes of transportation that I will use while abroad including transportation to and from the airport. Bearing in mind that travelling at night or alone may expose you to certain avoidable risks.

Health Matters

- I have familiarized myself with the [Government of Canada's Travel Health Notices](#) for my destination and have planned accordingly.
- I have reviewed the Government of Canada's [Government of Canada Travel Health Kit](#) recommendations and planned accordingly.
- I am aware of the vaccines and/or other prophylaxis that are required for my destination and have planned accordingly.
- Should I be taking medication, I will ensure to bring the necessary amounts to cover the duration of my trip.



I have done my research and confirmed that any medication that I am taking is legal in my destination country and while I am in transit. (Should your medication be illegal abroad, please reach out to a [medical professional / the Medical Director at the Student Wellness Hub.](#))

How do I know which vaccines I need?
CDC Yellow Book - Health information for International Travel, a book published every two years with the latest recommendations for international travel. Global TravEpiNet is another good source of information.
Services Available at McGill Student Health Services
<ul style="list-style-type: none">• Book an appointment at the Student Wellness Hub or a travel clinic well in advance to discuss vaccination and immunization. GO EARLY – waiting could mean that you won't be able to get an appointment in time!• Vaccines (Nurse appointment).• Prescriptions for malaria prophylaxis, traveler's diarrhea antibiotics (Nurse appointment), and altitude sickness medication (Doctor appointment).
Other useful health resources
<ul style="list-style-type: none">• J.D. MacLean Centre for Tropical Diseases (MUHC)• Groupe Santé Voyage• Telus Health Care Centre• The Traveller's Clinic• Centre for Disease Control and Prevention Travel Advice and Resources

Mental Health & Well-being

Being abroad puts you at risk even if you have never experienced any issues with your mental health and/or well-being. It remains essential to identify appropriate resources and a support system before you go.

- I am aware of the McGill's counselling, mental health and well-being resources that are available to me while I am away.
- I have researched host events and/or support networks at my destination.
- I have developed a personalized self-care plan which may include journaling, mediation, listening to music and speaking to a friend, family member or colleague.
- I have identified available resources at my destination country/host institution.

Virtual and in-person workshops through the McGill Student Wellness Hub. Online workshops are available to McGill students who are outside of Canada, but they must be present in the province of Quebec to attend online therapy groups.
Off-Campus Support through the McGill Student Wellness Hub
Keep.meSAFE a 24/7 international counselling and crisis support. The helpline connects you with trained professionals directly and offers support for issues of any kind, including relationships, family care, depression, anxiety, addictions, stress, work conflicts, and much more. This service is offered in over 60 different languages.



The My SSP app: Students can use the app to chat or call from almost any country on their [Apple iOS](#) or [Android](#) device. For more information, please consult the [SSMU website](#).

Note: Shortcuts to McGill's mental health and well-being services can be found on the [McGill Student Travel Registry](#) app.

Culture Matters

- I have researched and learned about the norms, attitudes & various views and laws of my host institution/destination as they may differ from what I am accustomed to.
- I have consulted the country profiles section within [the Government of Canada's Travel Advice and Advisories](#).
- I have researched the climate and culture of my destination and have packed appropriate clothing.

Travel Advice and Advisories

- I have visited the [Government of Canada's Travel Advice and Advisories](#) page for my destination and made note of precautions that I need to take when travelling. I understand that I must regularly check these advisories while I am abroad.
- I will not be travelling to or through any area listed as "Avoid all travel", including regions, border areas, cities, neighbourhoods, or specific zones (i.e., airports, roads, buildings) as part of my university-related trip.
- I will not be travelling to any area listed as "Avoid non-essential travel" or I have deemed my travel to an "Avoid non-essential travel" area to be essential and I have been granted a [travel exemption](#) by the Office of the Deputy Provost.

Additional Safety Items

- I have spoken to my host university/placement about my current travel plans (if applicable).
- I have spoken to key influencers (family members, advisors, supervisors, peers, etc.) about my current travel plans and shared my itinerary.
- I have spoken to my supervisor, and we have agreed on the frequency and method of reporting while abroad.

Emergency Planning

- Should I be travelling with McGill Faculty & Staff; I am aware of the collective safety plan.
- I have the details (both electronic and printed) of who to contact in my host country in case of an emergency.
- I am informed of the risks involved with traveling for my international activity and the government directives in place in both my destination and home country.
- In the event of any travel restrictions or bans hindering my return home, I have a back-up plan and located the resources available to me while abroad (e.g., accommodation, finances, medical, etc.).
- I will have the following information on hand and leave copies with my emergency contacts.
 - Copy of passport
 - Health insurance data



- Medical prescriptions (if applicable)
 - Travel itinerary
 - Access to emergency funds or international money transfers
 - Emergency number and email for the host institution
- I have recorded the address and phone number of the local police station at my destination.
- I know the local equivalent of 911 for my destination.
- I have recorded the address and phone number of the local hospital at my destination.
- I have saved the phone the number of my insurance provider.
- I have the contact information of 2 on-site emergency contacts.
- I have the contact information of 2 emergency contacts in Canada.
- I have recorded the address and phone number of Canadian Consular Services at my destination, or the consulate for my country of citizenship (if applicable).
- I have recorded the phone number to contact at McGill in an emergency or crisis while abroad, **+1-514-398-3000, available 24 hours a day, 7 days a week.**
- I have saved the telephone number for Keep.meSAFE: **1.844.451.9700 or +1.416.380.6578** for outside North America

Other useful information and documents

The Government of Canada's [Travel Publications](#) provide multiple PDF documents for specific types of travel, regions, and individual circumstances, including: [Traveller's Checklist](#), [Well on your Way](#) (Health Guide), [Her own way – a woman's safe-travel guide](#), [Living abroad – A Canadian's guide to working, studying, volunteering or retiring in a foreign country](#), information for [LGBTQ2S+ travellers](#) and more.

Contact information

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