Travel safety responsibilities – U of S student traveling outside of Canada:

• Familiarize yourself with Global Affairs Canada travel advisories 2-3 months before your trip
  o Confirm that your destination falls under “exercise normal degree of caution or high
degree of caution” travel advisory
  o If your destination falls under “avoid non-essential travel or all travel” advisory, contact
ISSAC immediately at itr.admin@usask.ca. Travel to these types of destinations is
considered high-risk and will not be allowed without a successful exemption from the
University’s International Travel Risk Management policy. This means that travel must
be approved by the Dean of the associated college as well as the Provost.
• Inform ISSAC of your upcoming travel at least 30 days before travel by filling out the Trip set up
form OR emailing your name, NSID, travel dates from/to Canada and the name of your
destination country to itr.admin@usask.ca. If there are multiple travelers in a group, include
their names and NSIDS in your email.
  o If your trip is being organized through a college and/or you have a supervisor, ask them
if they have notified ISSAC already.
  o Once you or your college has notified ISSAC of upcoming travel, you (and all other
travelers if applicable) will get 2 separate emails that explain your travel safety tasks.
The emails will be sent to your U of S email address and will also provide you
information about how to access the International Travel Registry and the U of S pre-
departure orientation in Course Tools.
  ▪ All tasks in the ITR including the pre-departure module are mandatory and must
be completed at least 7 days before your departure.
  ▪ If you have completed the pre-departure module in the last 12 months, email
itr.admin@usask.ca and the task will be waived for you.
  ▪ If you have problems saving your information in the ITR or any questions about
your tasks, please send your information and inquiries to itr.admin@usask.ca
  ▪ In order for the pre-departure orientation to be considered completed, make
sure to complete the self-test at the end of the module.
• Make arrangements to get a travel insurance that covers you for the entire duration of your trip.
The insurance should include emergency medical services and preferably evacuation.
• If you are a Canadian citizen, register with Global Affairs Canada prior to your trip so that the
nearest Canadian Embassy/Consulate in your destination country knows about your travel and
can assist you if needed.
• Once overseas, please keep in mind that you are a U of S ambassador abroad. Travel safe. Learn
about hazards related to the sites you visit, the activities you undertake and your decisions as a
young traveler. Research your destination, the local culture, familiarize yourself with potential hazards and come up with a plan to avoid and prepare for these hazards.

- Whether you are traveling alone or in a group, create an emergency plan that covers at least the following items. Share it with your college as well as ISSAC prior to your travel.
  - Examples of potential location and activity-specific hazards and what you would do in different situations (e.g. crime, nightlife, environmental hazards, political instability, scarcity of resources, cultural differences etc.)
  - Contact information to your partner university/organization in the destination country, contact information at the U of S and your emergency contact information in Canada.
  - The local emergency number and information about the nearest hospital(s) in your destination.

- In case of emergency abroad, contact the local authorities, the Canadian Embassy/Consulate if you are a Canadian citizen as well as the U of S once this is possible. You may also contact Protective Services 24/7 at +1-306-966-5555 to report incidents abroad. The university has supports and resources available to assist students abroad.