


Student travel is deemed low risk if:

1. you are a Graduate-level student at the University of Alberta;
2. you are traveling to a country with a [Global Affairs Canada](#) (GAC) “Exercise Normal Precautions” advisory level;
3. you are traveling to a conference for no longer than 10 days outside of Canada.

If any of the above conditions are not met, travel is considered medium risk and additional steps must be taken as per the University’s off-campus travel policy (link coming soon). Those steps are described here (link coming soon).

If you have further questions, please contact [uairm@ualberta.ca](mailto:uairm@ualberta.ca)

| No. | Checklist For Low-Risk Graduate Student International Conference Travel   | Completed<br> |
|-----|---|--|
| 1   | Advise your supervisor of your travel plans (required)  | <input type="checkbox"/>   |
| 2   | Register your travel in <a href="#">UGO</a> (required)  | <input type="checkbox"/>   |
| 3   | Complete the <a href="#">Education Abroad Waiver</a> (required) and upload it into your UGo registration.   | <input type="checkbox"/>   |
| 4   | Have the following contact information:<br>- your supervisor<br>- the Risk Management Coordinator ( <a href="mailto:uairm@ualberta.ca">uairm@ualberta.ca</a> )<br>- University of Alberta Protective Services (780 492 5050)<br>- Global Affairs Canada (GAC) <a href="#">Emergency Assistance</a> or the assistance information for your home country if you are not a Canadian citizen<br>- local emergency contact phone number(s) (911 or equivalent)               | <input type="checkbox"/>   |
| 5   | Review your current travel and medical insurance and determine that it meets the <a href="#">required criteria</a> of the University of Alberta.<br><br>If there are any gaps in your coverage, or your current coverage does not meet all your needs, contact your insurance provider. If you are not able to resolve any gaps in your coverage then contact the Office of Risk Management and Insurance at <a href="mailto:erm10@ualberta.ca">erm10@ualberta.ca</a> . | <input type="checkbox"/>   |
| 6   | Check the GAC <a href="#">website</a> and confirm advisory level is exercise normal precautions   | <input type="checkbox"/>   |

|    |  |                          |
|----|--|--------------------------|
| 7  | Register with GAC <a href="#">Registration of Canadians Abroad program</a> (recommended for Canadian citizens) or your local embassy/consulate (recommended for other citizens)  | <input type="checkbox"/> |
| 8  | Take normal travel and security precautions, identify hazards and implement appropriate controls   | <input type="checkbox"/> |
| 9  | If any member of the group is traveling with sensitive Intellectual Property (IP), you have contacted the <a href="#">University's Director of Research Security</a> for guidance and to understand Canadian Government IT safety requirements.  | <input type="checkbox"/> |
| 10 | Make copies of your itinerary, passport, visas, insurance and other travel documents and leave them with your emergency contact  | <input type="checkbox"/> |
| 11 | I understand that as a member of the university community I have coverage under the University's general liability insurance policy for liability claims that arise during the course of activities that are part of approved university affairs. This is the subject of your trip approved by your supervisor. I understand this is subject to the insurer's terms and conditions, the University's guidelines, and codes of conduct. | <input type="checkbox"/> |

If you want further support in preparing for your travel, you can review the [Education Abroad Pre-Departure Course](#). You can access the course using the enrollment key **Conference2025**

**Full Name**

**Date (MM/DD/YYYY)**

**Signature**