



CONCORDIA INTERNATIONAL

TRAVEL PREPARATION PLAN & EXCHANGE AGREEMENT

HOW TO PREPARE FOR YOUR SEMESTER(S) ABROAD
FOR OUTBOUND EXCHANGE STUDENTS

NAME:

CONCORDIA STUDENT ID:

SEMESTER(S):

HOST SCHOOL:

HOST COUNTRY:

TRAVELING TO THE HOST COUNTRY (YES/NO):

IF NO, PLEASE EXPLAIN:

COVID TRAVEL PREPARATION PLAN

How to prepare for your semester(s) abroad

These guidelines were developed in response to the COVID-19 situation to provide Concordia students traveling overseas with the necessary information and strategies to effectively handle personal health and safety and emergency situations. Although Concordia University strives to provide as much guidance as possible, we recognize that the decision to travel overseas is ultimately the responsibility of the student. The following guidelines highlight important information to consider prior, during, and after traveling, as well as useful tools and resources.

Before Leaving Canada

It is strongly recommended that you research the country and host institution that you will be visiting prior to your departure. You should understand the current health and medical situation of the country and the precautionary measures put in place by your host institution. You should also review travel restrictions prior to booking any flights and confirm that your travel and health insurance have the right coverage for your needs.

Host Country

I have conducted research on:

- Canadian government and international travel policies and restrictions
- The health and medical situation of my host country
- Immigration requirements, required forms to enter and possible delays in document processing
- The government measures and entry/exit requirements of my host country (quarantine and social distancing, when and where to get a Covid-19 test done if needed to board a plane and what type of tests are accepted)
- Locating the nearest Canadian Embassy or Consulate in my host country (if not Canadian your own home country's)

Host Institution

I have checked whether:

- My host institution is still accepting exchange students on-campus
- The start of the semester might be subject to change
- There are changes in course offerings at my host institution
- My courses will be taught online or on campus
- My host institution has a Covid-19 page and campus regulations
- My host institution still offers on-campus accommodation and what my other housing options are

Travel and Health Insurance

I have verified that both my travel and my health insurance will cover me in the case of:

- Repatriation
- Covid-19 related medical issues
- Medical assistance
- Airport closure and/or closed borders, cancelled flights

Other Considerations

- I have filled out the Concordia and the Canadian abroad travel registry (if not Canadian your home country's registry)
- I have prepared a Covid-19 Kit (facemasks, hand sanitizer, etc.) to bring with me on my travels
- I have adjusted my financial budget to account for unexpected Covid-19 related expenses early departure

Upon Arrival

When you arrive in your host country, you should be prepared to comply with any Covid-19 regulations they have in place. This could mean self-quarantine for a certain duration (refer to Appendix C). You should be aware of any penalties your host country may have for not following their regulations. You should also confirm that you have safely arrived.

Confirm Safe Arrival

Upon arriving to my host country, I have:

- Returned my [Confirmation of Arrival form](#) to Concordia International via international@concordia.ca
- Notified my host institution
- Checked-in with loved ones back home

Before Returning Home

When you are preparing to return home to Canada or to your home country, you should check your home province's or country's Covid-19 and travel regulations. Once again, you should be prepared to self-quarantine upon your arrival back home if required and be aware of the penalties for not following the government rules and regulations.

Useful Resources

Host Institution Information

Contact your [ILO](#) to find out about a) exchange cancellation, b) on-line or on-campus course verification, c) semester timeline

Concordia Resources

- [Concordia International website](#)
- [Travel registry](#)
- Mental Health Support
 - [Concordia Wellbeing services](#)
 - [EmpowerMe](#)
- [How to make a financial budget](#)

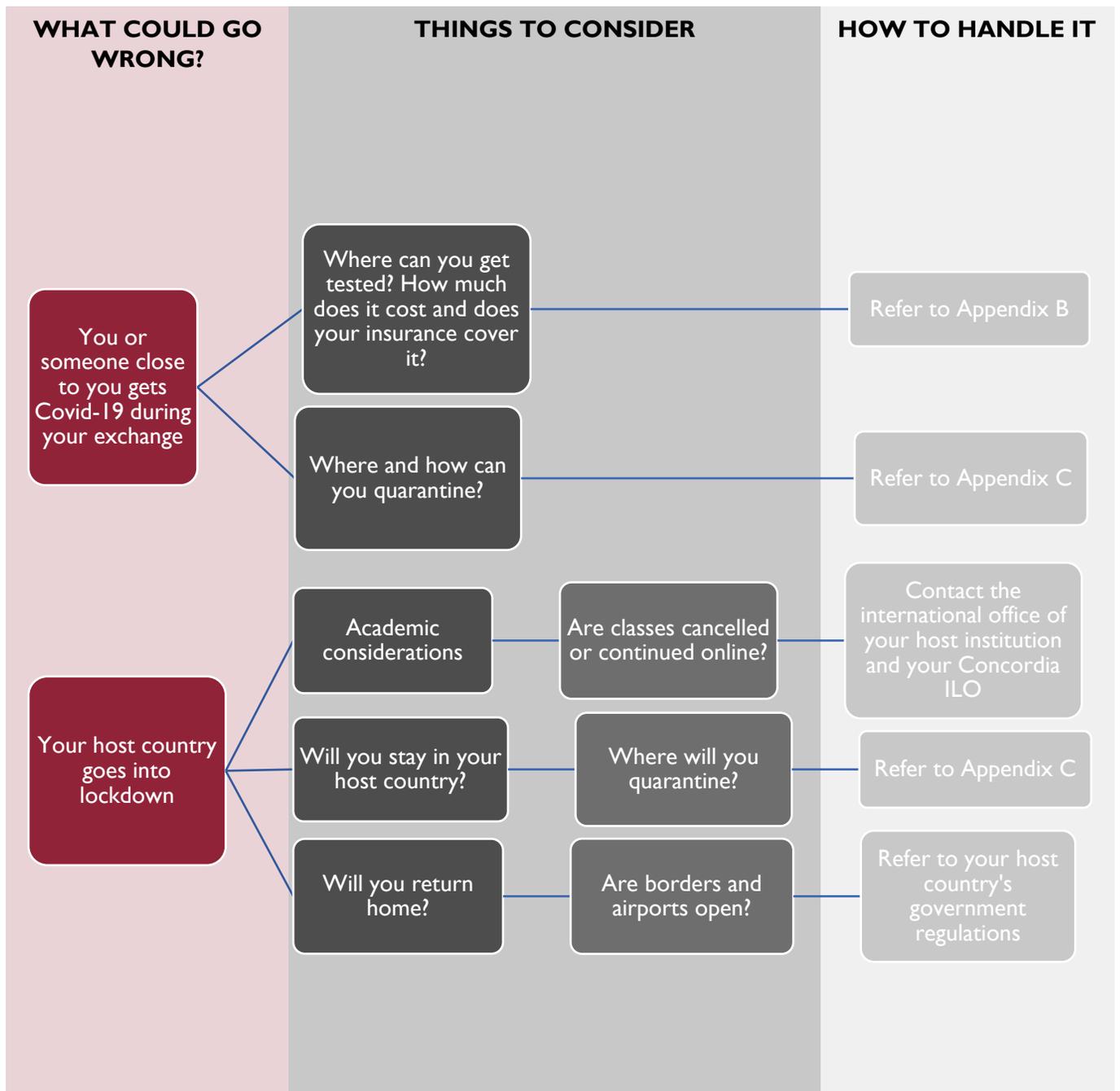
Public Health and Government Resources

- [Global Affairs Canada](#)
 - [ArriveCan](#) (reduce wait times at Canadian ports of entry and limit points of contact)
 - [Bon Voyage](#) (mobile app)
 - [Web-based Covid-19 self-assessment tool](#)
 - [Country travel advisories](#)
 - [Assistance abroad](#)
- [Public Health Agency of Canada](#)
- [Quebec Public Health Information](#)
 - [Santé Montréal](#)
 - Info-Santé - 8-1-1
 - [Publications du ministère de la Santé et des Services sociaux](#)
- [World Health Organization](#)

Contact Us

Still have questions? Feel free to email us at international@concordia.ca and remember to check our [website](#) for any important updates.

Appendix A: Potential COVID-19 Interruptions



Appendix B: Personal Emergency Action Plan

Know where to go at the host country	
Indicate where you would go in case of an emergency (e.g., where would you go to get tested for COVID-19)	
Location:	
Know how to get there	
Be aware of all your emergency transportation options. Know the method of transportation and phone numbers you would use in case of emergency.	
Airport:	Bus Station:
Train Station:	Metro Station:
Know your emergency contact information	
In addition to your personal emergency contacts, indicate the numbers for the following agencies nearest to your study abroad and/or travel location(s):	
City or country's 911 equivalent;	Local Gov't Visa office:
Consulate/Embassy:	Police:
Fire:	Post Office:
Translator Service:	Hospital:
Host Institution International Officer	Covid-19 Testing Center:
24hr Insurance Assistance:	
In addition to your personal emergency contacts, indicate the numbers of your first, second, third contacts in case of an emergency?	
Person 1:	
Person 2:	
Person 3:	
Know how to reach out to your emergency contacts	
What are some alternate ways for you to communicate with your emergency contacts?	
Who would you like assisting you in the event of your illness, injury, etc...?	

Backup plan and special conditions

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area...)?

Which items do you need to add to your emergency first aid kit? (e.g., medications etc.)

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM?

Appendix C: Quarantine Plan

Accommodation
Indicate where you will quarantine if required (either upon your arrival or sometime during your stay)
Location off campus:
Location on campus:
Requirements from host institution (i.e., will you have to move off-campus in the case that you get Covid-19 during your semester?)
Transportation
Indicate your transportation from the airport to where you will quarantine if required. There are many transportation options. While at the airport, beware of drivers who solicit passengers inside the terminals. These are unlicensed taxis and limos that charge more than the regulated rates. Look for signage throughout the airport to identify verified transportation services.
Transportation 1:
Transportation 2:
Groceries
Indicate how you will get groceries and/or meals during quarantine if required. List the names of local services, restaurants, grocery stores or other takeout services that provide delivery in your region.
Grocery stores:
Restaurants:
Local services:
Others:

Exchange Agreement

- I confirm that I have attended a pre-departure session and read the complete contents of the [pre-departure guide](#) provided by Concordia International.
- I understand that I am responsible for paying any compulsory fees such as health insurance/student association fees that may be required by the host institution. I understand that I am responsible for all costs during the Program, such as tuition fees, visa, transportation, housing, books and supplies and all personal expenses.
- I understand that Concordia has no obligation or duty to assist me in the event I am arrested or charged with transgressing any law of any foreign country.
- I understand that due to the international aspect of the Program, circumstances beyond the control of Concordia may arise (including civil unrest or natural disasters) that may require a modification or termination of the Program.
- I hereby confirm that I have read the [University's Policy on Travel Outside Quebec, VPS-53](#)
- I hereby grant permission for Concordia, represented by Concordia International, to exchange with the host university, copies of my academic records, personal contact and information as needed.
- I hereby grant permission for the use my name, as well a non-exclusive, royalty free, perpetual license in any photographs voluntarily given to Concordia for publicity and/or orientation purposes of the Concordia Student Exchange Program in publications, audio-visual presentations and other related media.

I hereby acknowledge that I have read and understood this agreement and waiver of liability in its entirety.

Student Name: _____

Concordia Student ID: _____

Signature of Student: _____

Date: _____