



International Travel and Security Procedures

Table with 2 columns: Classification/Approval/Implementation/Effective Date/Latest Revision and Table of Contents (Purpose, Procedures, Parent Policy, Related Information, History).

- Purpose 1 These procedures implement the International Travel & Security Policy.
Procedures 2 2.1 All employees and students traveling outside of Canada must register with the Department of Insurance and Risk Management.
2.2 The University will not sanction the travel of undergraduate students or participants in Continuing Education Non-credit Travel Study programs to countries that have been identified by the University as extreme risk countries or regions.
2.3 The University will not sanction travel to high risk countries or regions by undergraduate students participating in University-based non-credit activities with the exception of Continuing Education Non-credit Travel Study Programs (e.g., University sports teams competing abroad).
2.4 Travel by employees or graduate students to countries/regions that have been identified by the University as extreme risk countries or regions is permissible for the purposes specified in section 4.3 of the parent policy for these procedures.

specific travel details and contingency arrangements.

- 2.5** Graduate students traveling to **extreme risk** countries or regions require, in addition to the consent of the line Dean and the Associate Vice-Provost (International), sign-off from the Director of Risk Management, Safety and Security or designate, after completion of a pre-departure briefing and the signing of an informed consent or waiver. Informed consents and waivers are available on the web.
- 2.6** Undergraduate and graduate students traveling for credit or other scholarly activities to **high risk** countries or regions require the consent of the Dean, after sign-off from the Director of Risk Management, Safety and Security or designate, signifying completion of a pre-departure briefing and the signing of an informed consent or waiver. Informed consents and waivers are available on the web.
- 2.7** All travelers engaged in Continuing Education Non-credit Travel Study programs (excepting University employees who are leading such travel programs) are required to attend pre-departure briefings and sign waivers prior to their departure.
- 2.8** The pre-departure briefings required for graduate and undergraduate students under section 2.5, 2.6, and 2.7 shall be co-coordinated by the relevant administrative unit (department or faculty) and the faculty members responsible for the program or research activities. The development of the briefings will be done in consultation with the International Student Centre and the Associate Director, Risk Management or designate.
- 2.9** All eligible travelers to **extreme or high risk** countries or regions, must consult Foreign Affairs Canada (FAC), the Canadian Embassy, High Commission and/or Consulate and the host institution (if applicable) prior to undertaking any local or regional travel.

Parent Policy	3	International Travel and Security Policy
Related Information	4	<a href="#">Consents and Waivers</a>
History	5	<i>Approved: June 9, 2006</i> <i>Effective: July 1, 2006</i>