

Geography & Planning, University of Toronto

Policy for Graduate Students Travelling Outside of Canada for Fieldwork or Other Academic Activities

Students who plan to travel outside of Canada to conduct research, fieldwork, attend conferences or participate in any activities related to their graduate study (all of which are considered 'U of T sponsored activities') must register with the [Safety Abroad Office](#) (SAO) following the steps below at least one month prior to travel. The Safety Abroad Office works with students, staff and faculty to minimize risk by:

- Providing Safety Abroad Workshops
- Monitoring international security situations
- Assisting students with emergencies abroad
- Offering a 24-hour emergency line

Steps to have Travel Approved:

1. Complete the [Safety Abroad Registration Form](#). (Students travelling on a program activity – i.e. field trip – will be contacted by the department for registration information).
2. Complete your profile on the [Safety Abroad Database](#) (make sure to include passport, emergency contact and travel health insurance information – required by U of T).
3. Complete the [Online Safety Abroad Workshop](#) BEFORE YOUR TRIP (workshops are valid for 1.5 years). Once you have registered with Safety Abroad you will be able to access the online workshop via [Quercus](#).
4. Submit the [Travel Waiver forms](#) electronically or in person to CIE. This is required for EACH trip.
5. Obtain supplementary [travel health insurance](#). Review any existing health coverage, for example through [UTGSU](#). Be sure that it is sufficient for your needs, and confirm and/or activate your insurance.
6. Students going abroad for an independent field trip or research may wish to develop the [Safety Planning Record](#), which can be reviewed and approved by your supervisor and submitted to the Geography & Planning Graduate Administrator for departmental approval.

If you are planning to travel to a high risk destination (where Global Affairs Canada advises people to avoid non-essential or avoid all travel), [additional steps are required](#).

Students who do not follow these steps and who have not received SAO approval for travel will not receive credit for research conducted (i.e. research cannot be used toward thesis/MRP/dissertation or other academic projects) and will not receive University funding for their trip.

Resources:

- [Safety Travel Guide](#)
- [Emergencies](#)
- [Framework on Off-Campus Safety and Guidelines on Safety in Field Research](#)

Contacts:

- Safety Abroad Office: 416-978-1148 / safety.abroad@utoronto.ca
- Graduate Geography & Planning Administrator: 416-978-3377 / finlayson@geog.utoronto.ca