

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 supports students, staff and faculty by:

- Providing direction to the University in regards to managing risk pertaining to student travel abroad;
- Offering students support in understanding risks associated with the location of their international activity and working with students to develop measures to mitigate those risks;
- Monitoring situations abroad and advising students on any emerging issues;
- Providing emergency support when regional or personal issues arise.

Steps to have Travel Approved:

1. Complete the [Safety Abroad pre-departure workshop](#).
2. Review the [Global Affairs Canada travel advisory](#) for your destination country.
3. Read and sign the Consent and Terms of Participation waiver forms (provided by the Safety Abroad Office).
4. Secure appropriate and sufficient Travel Health Insurance.
5. Register your travel in the [Safety Abroad Registry](#) (Students travelling on a program activity – i.e. field trip – will be contacted by the department for registration information).

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. Please contact the Safety Abroad office at safety.abroad@utoronto.ca as soon as possible to learn about the additional requirements you will need to complete.

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 Abroad [Steps and Information](#)
- [Safety Resources](#)
- [Emergencies](#)

Contacts:

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

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