

WORK ABROAD CHECKLIST

This checklist can help you **prepare for your international work term.**



INITIAL PREPARATIONS

- Complete our [work abroad co-op requirements](#).
- Review the [Government of Canada's Guide to Healthy Travel Abroad](#).
- Ensure you understand the work permit or visa requirements.
- Research accommodation options, availability and costs near your work location.
- Find out about local language(s) and customs.
- Learn about the local climate and seasons.
- Look into transportation options and norms (i.e., public transit, driver's license transferability).
- Comply with income tax rules - For Canadians, check the Government of Canada website. For international students, check with your home country.



HEALTH AND INSURANCE

- Obtain sufficient emergency medical insurance (consider policy exclusions/limitations).
- Check in with your insurance provider to provide contact information and keep a printed copy of your policy number with you.
- Consider purchasing liability, cancellation and baggage insurance.
- Check to make sure you meet all vaccination requirements and have any required medical supplies (i.e., surgical masks).
- Learn about the services and information related to [health and safety outside of Canada](#).
- Read about [coping with culture shock](#).



PACKING ESSENTIALS

- Travel health kit (sunscreen, insect repellent, condoms, water filters, vitamins, painkillers, etc.)
- Prescriptions for the duration of your travel
- Spare glasses and contact lenses (if applicable)
- Electronic chargers and converters



FINANCES AND BUDGETING

- Plan a budget (including food, internet, phone charges and emergency funds).
- Notify your bank of your travel plans.
- Review banking fees and credit/debit card compatibilities.
- Bring a small quantity of local currency.



TRAVEL DOCUMENTS

- Ensure the expiration date on your passport is at least six months after your planned return date.
- Print two copies and digitally store each of the following:
 - Passport identification page and visa/work permit
 - Medical records (including vaccines)
 - Travel itinerary
 - Destination address
 - Emergency contact



EMERGENCY PLANNING

- Review Global Affairs and international SOS travel advisories.
- [Download the Anvil App](#).
- Once your job is set-up in WaterlooWorks, complete the 'My Contact and Travel Info' tab on your work term record.
- If you are Canadian, sign up with [Registration of Canadians Abroad \(ROCA\)](#).

IN CASE OF EMERGENCY

- Visit [Waterloo International's emergency contact website](#).
- Be familiar with local emergency service numbers.
- Contact the University's Special Constable Service anytime (24/7) at 1-519-888-4911.
- Contact your medical insurance provider.
- Contact Waterloo's international travel safety provider at: uwaterloosupport@anvilgroup.com or (44) 203-859-4459.
- Monitor your university emails and WaterlooWorks messages.