

# Outbound Student Checklist 2025.26

## 1. PRE DEPARTURE

- ☐ **Attend pre-departure orientation** *(Date: Saturday March 22, 2025)*
- ☐ **Complete Trent University Outbound Student Exchange Program Agreement of Participation 2025/26 Form + Upload Risk Assessment Waiver** *(myTrent > Academics > Study Abroad)*
- ☐ **Register with the International Emergency Contact Registry** *(myTrent > Academics > Study Abroad > Emergency Program)*
- ☐ **Subscribe to the Travel Warning through Global Affairs Canada** - <https://travel.gc.ca/stay-connected/subscribe>
- ☐ **Register yourself with the Canadian Embassy through Global Affairs Canada** - <https://travel.gc.ca/travelling/registration>

## Academics

- ☐ **Research courses at host institution and credit course load**  
**Complete Learning Agreement** *(Once you have been registered in courses abroad send the document to the advisor at your host institution for signing and then return the final copy to Trent)*



## Financial Aid

- ☐ **Apply for OSAP** *(Ontario students)*
- ☐ **Submit Study Abroad Information for OSAP Form AFTER applying for OSAP** *(myTrent > Finances > Forms)*
- ☐ **Apply for a Study Abroad Bursary** *(myTrent > Finances)*
- ☐ **Pay non-refundable \$250 Study Abroad Placement fee after receiving LOA** *(Directly billed to your student account)*

## Host Application

- ☐ **Be nominated by Trent** *(Study Abroad will confirm your nomination once it has been submitted)*
- ☐ **Complete host institution Application**
- ☐ **Send a copy of your Letter of Acceptance (LOA) to Study Abroad**

## Travel Preparations

- ☐ **Research host country** *(Learn more about local environment, culture, climate, health care, entry/exit requirements, vaccinations and security precautions related to this location)*
- ☐ **Ensure your passport is valid past six months of your return date**
- ☐ **Make copies of everything** *(i.e., passport, funding, residence address)* and provide one set to your next of kin for safe keeping
- ☐ **Schedule medical appointments** *(Including any necessary vaccinations, eye and dental checkups)*
- ☐ **Inform the OHIP Office** *(If Canadian)* that you will be out of the country for the duration of your exchange
- ☐ **Notify your financial institution of your plans to go abroad**
- ☐ **Convert Canadian dollars into local currency** *(In case of emergency it helps to always carry limited cash on your person)*
- ☐ **Book Flight and provide the Study Abroad office with the details**
- ☐ **Connect with your assigned Ambassador**

## Student Visa/ Immigration

- ☐ **Research the type of visa/immigration required for exchange students** *(Review the countries government website)*
- ☐ **In most cases, you will not be able to submit the visa application until you receive a Letter of Acceptance from your host institution**
- ☐ **We are not authorized to provide immigration advice or submit any documents on your behalf** *(If you have concerns connect with your host institution as they will be more knowledgeable about the immigration requirements of their country)*

## Travel Insurance

- ☐ **Get registered for Backpack VIP** (*This is mandatory - once your flight is scheduled, send us the details and we will be able to register on your behalf*)  
- <https://studentvip.ca/BackpackSchoolSelect.aspx>

## 2. ARRIVAL / DURATION OF STAY

- ☐ **Check in with Study Abroad** (*Once you arrive at your host institution, please let us know*)
- ☐ **Contact us for support if you face any challenges or difficulties**
- ☐ **Act as a Student Ambassador** (*As a participant in this program, we count on your commitment to be a positive ambassador for Trent University by participating and representing Trent at promotional events (e.g., information sessions, fairs, etc.) that may be organized by your host institution/organization - as well as promoting your exchange on Trent's socials*)
- ☐ **Transfer Credits** (*Your required courses will have been approved before you leave, however we will ensure your remaining courses are accessed before you return home. Once you are fully registered for your courses, please send us all of your syllabi. Note that it will take some time to assess everyone's courses.*)

## 3. RETURN HOME

- ☐ **Request your exchange transcript be sent directly to studyabroad@trentu.ca** (*Your transfer credits will not be processed until we receive this document*)
- ☐ **Complete Student Profile**
- ☐ **Become a Student Ambassador** (*We strongly encourage you to volunteer as a student Ambassador to promote International Learning opportunities to students who may be interested in opportunities in the future*)
- ☐ **Build your 2026/27 academic schedule** (*When the academic timetable becomes available, select the courses you want to take in the self-service registration portal, but do not register. Once you have planned your semester, and there are no conflicts, let us know and we will send a message to the Registers Office.*)