

## Safety Abroad for Students Checklist

## This checklist is for the use of Western Faculty and Staff who are leading or coordinating any Western-sanctioned student travel abroad.

Instructions:

- Indicate Start Date of Program
- Input student data, including Western ID, First and Last Names
- After requesting **and** receiving the Certificate of Completion for the FIME Pre-Departure Modules, indicate successful completion with "Y" in relevant column, leaving blank those students who have not satisfied this requirement.
- Submit the form to the Safety Abroad Coordinator at Western International **within two weeks prior to departure** to obtain information regarding the completion of the Travel Registry.
- Updated form will be sent to you indicating students who have not satisfied Western Safety Abroad requirements. Please follow up with students to ensure compliance prior to departure.

**Please note**: Completion of the FIME Pre-Departure Modules and Travel Registry is mandatory for all University-sanctioned travel abroad.

If you have any questions, please forward these to Eunice Isidro, Faculty-Led Study Abroad and Safety Abroad Coordinator at <u>eisidro@uwo.ca</u> or ext. x86075.

| Start Date of Program: |            |           |   |                                    |   |
|------------------------|------------|-----------|---|------------------------------------|---|
| Western                | First Name | Last Name | Online<br>FIME Pre-<br>Departure<br>Modules | Travel Registry                    |   |
| ID                     |            |           |   | Step 1:<br>Through<br><u>Atlas</u> | Step 2:<br>Through<br><u>ISOS</u><br><u>MyTrips</u> |
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