

Are you ready to embark on an international journey with TMU?

Before you hit the road, it's crucial to take a few important steps to ensure you are well-prepared for your Risk and Safety Abroad. This video will guide you through the International Activity Risk Management process that you are required to complete, where to locate the forms, and their respective completion timelines, enabling you to effectively plan for your departure.

Completing the International Activity Risk Management process is mandatory for all university-sanctioned activity that involves international travel. In short, we call this the IARM process. You will need to complete the International Activity Registration form and the Pre-Departure Form. If you are traveling to a high-risk destination you will also need to complete an International Risk Management Plan.

You will need to submit the International Activity Registration form 2 months prior to your departure. You can access this form by going to the TMU global website. Allocate approximately 1 - 2 hours to complete this form, including the Pre-Departure e-learning modules. You can save the form as you progress by clicking "save progress" and return at your leisure.

To complete this form, you will need to provide information such as your student number and program, as well as information on your travel, including a description of your activity, name of the institution abroad, location, travel dates, travel advisories and risk levels. Within the International Activity form, you will also be required to complete the Pre-Departure training modules, and sign a liability waiver. Then your activity registration form will be complete, and you can submit it!

Within 10 business days of completing this form, you will receive an email with log in instructions from [global.learning@torontomu.ca](mailto:global.learning@torontomu.ca) for the International Activity Risk Management portal.

Once you receive this email, you can log in to the portal with your my.torontomu credentials to complete and submit the Pre-Departure form. The Pre-Departure form, will ask you for your emergency contacts, travel insurance, flights and accommodation information.

Throughout this process, you can return to your portal at any time with your my.torontomu log in to either start a form or pick up where you left off on an unsubmitted form. However, once you submit a form, you will not be able to make any changes.

To ensure we have accurate information for the duration of your time away as well as allow us to support you if you need anything, you will need to create an account with International SOS. You should also register with Registration of Canadians Abroad, also known as ROCA or your home government's travel registry. International SOS is our risk manager partner abroad, and your go to service for medical, Security and Travel Information during your trip.

Note that, you may have additional steps to check off if you are traveling to a high-risk destination, with a group, or planning to complete research or an internship. Make sure you understand these steps and their associated timelines.

Once you have completed all of these forms, await a confirmation email from the Safety Abroad Advisor from the email address [global.learning@torontomu.ca](mailto:global.learning@torontomu.ca). And that's all! You can enjoy your TMU registered trip!