



URI OFFICE USE ONLY	
Graduate:	Faculty:
Major:	CGPA:
Total Cr Hrs:	Current Cr Hrs:
Destination:	
Departure Date:	Return Date:
Approve:	Decline:
Paid out date:	Purpose:

GRADUATE APPLICATION CHECKLIST

Have enclosed the following supporting documents with Travel Fund Application form:

<ul style="list-style-type: none"> <input type="checkbox"/> Has completed a minimum of 9 credit hours (prior to departure) <input type="checkbox"/> Has enrolled in a minimum of 6 credit hours (Fall/Winter semester) <input type="checkbox"/> Is participating in an international study tour, work experience, training, volunteer, or research abroad experience <input type="checkbox"/> Cumulative Grade Point Average (CGPA) of 80% and no failed courses <input type="checkbox"/> Has not received this scholarship more than twice <input type="checkbox"/> Is not on academic probation at the University <input type="checkbox"/> Reason for Travel (included in this application package) <input type="checkbox"/> Ensure Declaration Page is signed by Faculty/ Thesis Supervisor/ Supervisor of Trip (U of R professor) <input type="checkbox"/> Flight Itinerary/Dates of Travel (this may be the same document) <input type="checkbox"/> Liability Waiver (included in this application package) <input type="checkbox"/> Unofficial transcripts (printed off UR Self-Service) <input type="checkbox"/> Travel Report (print off for country and sign: www.travel.gc.ca/destinations) – you must sign the first page and initial every additional page of the document <input type="checkbox"/> Documentation for special circumstances, if applicable <input type="checkbox"/> Has completed this checklist

INSTRUCTIONS

- Submit only one copy of this application form, completing all sections. Only complete applications can be considered.
- Completed applications along with all the documents on the checklist must be received by UR International Study Abroad Office –Room 128, College West Building, University of Regina, Regina, SK S4S 0A2 **a minimum of four (4) weeks prior to departure.**



GRADUATE UNIVERSITY OF REGINA INTERNATIONAL EXPERIENCE TRAVEL FUND APPLICATION

STUDENT INFORMATION (please complete all fields)

Name: _____		
LAST	FIRST	MIDDLE
Address: _____		City: _____
Prov: _____		Postal Code: _____
Student ID: _____		Phone Number: _____
Email: _____		
College:		
<input type="checkbox"/> FGSR		
Faculty:		
<input type="checkbox"/> Arts <input type="checkbox"/> Business Administration <input type="checkbox"/> Centre for Continuing Education <input type="checkbox"/> Education		
<input type="checkbox"/> Engineering & Applied Sciences <input type="checkbox"/> Kinesiology & Health Studies <input type="checkbox"/> La Cité		
<input type="checkbox"/> Media, Arts & Performance <input type="checkbox"/> Nursing <input type="checkbox"/> Science <input type="checkbox"/> Social Work <input type="checkbox"/> Campion <input type="checkbox"/> Luther		
Major: _____		Year of Studies: _____

EMERGENCY CONTACT INFORMATION

Name: _____	Relationship to you: _____
Phone number: _____	Email: _____

ELIGIBILITY:

- As a graduate student, completed or will be completing a minimum of 9 credit hours prior to departure in a graduate program
- Has enrolled in full-time studies of graduate course work in the semester prior to the trip
- Has a minimum CGPA of 80% and no failed courses in their graduate program
- Is participating in an international study tour, work, training, volunteer, conference, or research abroad experience
- Students may receive this funding only once in their academic careers at the U of R
- Is not on Academic Probation at the University
- Students with special circumstances which prevented full-time status, should provide proper documentation for consideration (ex. compassionate leave, etc)

DISBURSEMENT:

- Students participating in the following Study Abroad programs will receive a travel fund scholarship valued at \$1000 CAD:
 - Study Abroad
 - Faculty Approved Internship
 - Faculty Approved Research
 - Faculty-Led Study Tour
- Students participating in the following Professional Development opportunities abroad will receive a travel fund scholarship valued at \$500 CAD:
 - Conference
 - Work Experience
 - Volunteer Experience
 - Training Experience

The travel fund scholarship will be applied directly to your student account. If this results in a credit balance on your account, you may request that the amount of the credit balance be refunded to you. You may contact Financial Services at 306-585-4123 or Financial.Services@uregina.ca to make these arrangements.

NOTE: *If there is an outstanding amount for tuition the scholarship will be applied to the outstanding tuition fees in your student account and the scholarship cannot be withdrawn.*

IMPORTANT TERMS:

- Travel must be approved by the Faculty OR the Thesis Supervisor for graduate students
- Inbound exchange students are not eligible for this fund
- If you receive funding and you cancel your International Experience, funds received must be returned to the University of Regina within thirty (30) days of cancellation. If your travel is cancelled, you must notify UR International Study Abroad within 5 days of cancellation.
- Please note that the International Experience Travel Fund for **international** travel expenses
- **The application for this scholarship must be submitted *at least four (4) weeks prior to departure to be considered for the award.***

Note: Students'/Staff personal information is collected on this application for the purposes of administration of the awards and will be shared with members of the selection committee. The name and program of students who are selected as award recipients will be disclosed to the donor of the award, and published on the University Convocation program and/or Awards Web Site. By applying for awards, students consent to the use and disclosure of their personal information as described above.



DECLARATION AND SIGNATURES

I hereby make the following declaration:

- I have answered all questions, and that the answers given by me are true to the best of my knowledge
- I understand the value of this fund, and that terms of this scholarships may change at UR discretion

Please print your name here: _____ **Date:** _____

Applicant's Signature: _____

Signature of Faculty/Supervisor of Trip (U of R professor)/Thesis Supervisor:

Date: _____

**PLEASE NOTE: THE UR INTERNATIONAL STUDY ABROAD OFFICE MUST BE NOTIFIED
WITHIN FIVE (5) DAYS IF TRAVEL IS CANCELLED**



UR International
 3737 Wascana Parkway
 Regina, Saskatchewan, Canada S4S 0A2
 Phone: 306.337.2446 Fax: 306.585.4957
 Email: study.abroad@uregina.ca
 www.uregina.ca/international
 Designated Learning Institution Number: O19425660270

**UR INTERNATIONAL STUDY ABROAD & MOBILITY PROGRAM
 INFORMED CONSENT FORM**

Participant Information

Name of Participant: _____

Address of Participant: _____

Overview of Program:

Location of Program (country and institution):

Departure Date: _____ Return Date: _____

Brief overview of activities: _____

Participant’s Emergency Contact Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Background

The UR International Study Abroad & Mobility office provides short term Study Abroad opportunities with partner institutions located around the globe. Students participate as representatives of the University of Regina at the Host Institution in which they have been selected to participate in an International Study Tour or Internship/Practicum/Fieldwork.

The purpose of the study tours/internship/practicum/fieldwork program is to provide Canadian students with the opportunity to have an educational experience abroad, engage in a new culture, and gain personal development, as well as strengthen the relationship between the University of Regina and the host institution through these programs.

Agreement

Definitions and Construction

In this Agreement:

Agreement means this Agreement.

Host Institution - the university or institution where the Student will be enrolled for the purpose of an international study tour or internship/practicum/fieldwork.

Student - a University of Regina student who is approved for a study tour or internship/practicum/fieldwork program with a Host Institution.

Tuition Fee - the payment fee for participation in the University of Regina Study Abroad program, payable to the University of Regina unless otherwise specified. Special programs including, but not limited to conferences, volunteer trips abroad, or summer exchange programs may have fees directly payable to the host institution.

Study Abroad - is defined as a short term or long term program where students are able to receive academic credit from their faculties through study abroad programs, faculty-led programs, internships/practicums/fieldwork, and/or volunteer abroad programs.

Waiver and Agreement

Study abroad is an exceptional educational opportunity, but it is not without responsibility and potential risks, dangers, hazards, and liabilities to all participants. All students taking part in an international opportunity are required to accept these risks as their own, as a condition of the University of Regina allowing their participation in this program.

I, _____, understand and agree to the following:

1. The International Study Tour/Internship/Practicum/Fieldwork forms part of my academic program at the University of Regina.

_____ (Initial here that you have read paragraph 1)

2. I am aware that I will be considered a full-time student while on the study tour/internship/practicum/fieldwork and that I am responsible for making arrangements for payment of the tuition fees (if applicable) at the University of Regina, where these are necessary, prior to departure, or at the Host Institution as is required.

_____ (Initial here that you have read paragraph 2)

3. I am responsible for registering for courses at the Host Institution prior to their registration deadline (if applicable).

_____ (Initial here that you have read paragraph 3)

4. I am responsible for the fulfillment of all of the academic requirements for the study tour/internship/practicum/fieldwork at the host institution.
_____ (Initial here that you have read paragraph 4)
5. When I request to participate in an international program, the University of Regina's role is limited to:
- (a) Approving or rejecting my request;
 - (b) Facilitating my admission to the Host Institution (for study tours only);
 - (c) To facilitate the approval of courses or course work at the Host Institution, as approved by my Department/Faculty/College at the University of Regina; and
 - (d) The granting of credit for those courses or course work approved by the Faculty that were successfully completed at the Host Institution.
- _____ (Initial here that you have read paragraph 5)
6. I am responsible for registering for my courses for the semester in which I return to the University of Regina following the study abroad program.
_____ (Initial here that you have read paragraph 6)
7. I am responsible for the payment of all costs and fees associated with the study tour/internship/practicum/fieldwork (including but not limited to damage deposits, security deposits, etc.) and my attendance at the Host Institution, with the exception of the Tuition Fee and residence fees when these are payable at the University of Regina.
_____ (Initial here that you have read paragraph 7)
8. I am responsible for arranging and paying for transportation, travel/health insurance, accommodation (unless the University of Regina and the Host Institution have an agreement to pre-arrange accommodation for the Student), and living expenses in order to travel to and from and attend the Host Institution, as well as any leisure travel during my program.
_____ (Initial here that you have read paragraph 8)
9. I acknowledge that I am aware of the risks of going abroad including, but not limited to the following:
- Personal injury or death due to illegal activities, physical violence, war;
 - Theft, vandalism, or loss of personal property;
 - Motor vehicle or traffic accidents and poor roads and/or transportation systems;
 - Diseases not common in Canada;

- Exposure to wildlife;
- Different environmental and weather conditions than those in Canada;
- Cultural and religious differences;
- The laws of _____ (country) may be significantly different than those in Canada;
- The medical services in _____ may be of a lower standard than what might be expected in Canada;
- A significantly higher crime rate and criminal activity than in Canada;
- Hazards resulting from previous or current political unrest, military and/or terrorist activity; and,
- Cancellation of this study tour/internship/practicum/fieldwork to _____ (country) due to weather, flooding, illness, political disturbances, terrorism, motor vehicle accidents, transportation problems, failure to perform on the part of the travel agents, travel guides or airline companies, problems relating to customs, immigrations or visa requirements, or any other circumstances either within or beyond the control of the University of Regina.

_____ (Initial here that you have read paragraph 9)

10. I waive any and all claims I may now and in the future have against, and release and forever discharge from all liability and agree not to sue the University of Regina, its employees, servants, representatives, directors, officers, insurers and agents, and each of their successors and assigns (collectively, the "Releasees") of and from all claims, actions, causes of action, costs and expenses, demands and/or liabilities for any personal injury, illness, death, property damage or loss, financial loss or any loss or injury or damages of any kind whatsoever, foreseen or unforeseen, which might be sustained by me, or any of my family members or dependants, as a result of, arising out of, or in connection with my participation in the study tour/internship/practicum/fieldwork program due to any cause whatsoever, including, without limitation, that the same may have been caused by, contributed to or occasioned by any act or failure to act (including, without limitation, negligence) of the University of Regina and/or any one or more of the Releasees.

_____ (Initial here that you have read paragraph 10)

11. I also agree to indemnify the Releasees for, on account of or by reason of any claims advanced against any of them, or any losses or damages sustained by them, arising out of my participation

in the study tour/internship/practicum/fieldwork program.

_____ (Initial here that you have read paragraph 11)

12. I understand that it is my responsibility to learn as much as possible about the risks of going abroad and to weigh those risks against the advantages, and to decide whether to participate.

_____ (Initial here that you have read paragraph 12)

13. I am responsible for my own well-being during this program. I confirm that I am physically and mentally capable of participating in the International Study Tour/Internship/Practicum/Fieldwork. I acknowledge that I am participating in this program willingly and voluntarily and I assume all risks associated with my participation in the program and full responsibility for personal injury, accidents, or illness (including death) and any related expenses. I also assume responsibility for damage to or loss of my personal property.

_____ (Initial here that you have read paragraph 13)

14. I am responsible for obtaining all information concerning the conditions and requirements for legally entering and residing in _____ (country) and participating in the study tour/internship/practicum/fieldwork program, as well as securing all required documentation, including but not limited to study permits, entrance visas, health and travel insurance, and passports, and I am responsible for the cost of obtaining these documents, if not covered by program fees.

_____ (Initial here that you have read paragraph 14)

15. The University of Regina will not be held responsible for any decision made by a border authority or immigration officer to grant or deny the student entry into the country of _____.

_____ (Initial here that you have read paragraph 15)

16. In executing this document I am not relying upon any oral or written representations or statements of any nature or kind made by the University of Regina or any of its employees, faculty, representatives, or agents. I am executing this document with my own free will, in consideration of the University of Regina allowing my participation in this program.

_____ (Initial here that you have read paragraph 16)

17. I consent to the release all necessary personal information regarding me, my academic history and performance, administrative matters, any disciplinary matters and any academic or non-academic actions or events, between the University of Regina and the Host Institution.

_____ (Initial here that you have read paragraph 17)

18. I am aware that there may be further risks mentioned in the most current Foreign Affairs and International Trade Canada Travel Report with respect to _____ (country).
_____ (Initial here that you have read paragraph 18)

19. I represent and acknowledge that I have read this Agreement and fully understand each and every provision and that I am signing this Agreement of my own free will. This agreement shall be binding upon me and my heirs, executors, administrators and assigns.
_____ (Initial here that you have read paragraph 19)

Signature

I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT AND THAT I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM ACCEPTING FINANCIAL RESPONSIBILITY FOR ANY MEDICAL ASSISTANCE THE UNIVERSITY MAY DEEM NECESSARY FOR MY HEALTH AND SAFETY AND ALSO FOR ANY DAMAGE TO THIRD PERSON OR THEIR PROPERTY THAT I MAY CAUSE.

AS A CONDITION OF MY PARTICIPATION IN THE INTERNATIONAL STUDY TOUR/INTERNSHIP/PRACTICUM/FIELDWORK I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE FOREIGN AFFAIRS AND INTERNATIONAL TRADE CANADA TRAVEL ADVICE AND ADVISORIES REPORT FOR THE COUNTRY THAT I WILL BE STAYING IN; I HAVE ATTACHED THE ADVISORY REPORT TO THIS DOCUMENT SIGNED AND INITIALED.

SIGNATURE OF PARTICIPANT

SIGNATURE OF WITNESS

NAME OF PARTICIPANT (please print)

NAME OF WITNESS (please print)

SIGNATURE OF PARENT OR GUARDIAN (for participants under the age of 18)

NAME OF PARENT OR GUARDIAN (please print)

This consent form must be completed in full, initialed where required, signed and dated, and handed in with the required supplementary document (Travel Advice and Advisories Report) before the participant may have any involvement in the program.