



## Menno Simons College International Practicum Checklist

Now that you have decided to undertake an international practicum, there are many organizational details to be worked out!

1) **Passport** - Passports may take many weeks to process after you have applied, so give yourself plenty of time. Passport applications are available at all Canada Post outlets, at the Passport Office 433 Main St. and on the internet [www.ppt.gc.ca](http://www.ppt.gc.ca).

2) **Airplane ticket** – Travel Cuts works with many students and often has very good prices, but not always! Check around.

3) **Visa** - You should check with your travel agent or with the country's embassy or consulate in Canada to find out how to obtain a visa. The amount of time you need after application varies, but *give yourself at least six weeks*.

4) **Insurance** - health, property, accident, baggage and cancellation. If you are living at home you may be covered by your parents' insurance. The UWSA insurance program may cover you for up to two months if you have not opted out of the plan. Check with them – never assume that you have coverage!

5) **Immunizations** - You will need immunizations to travel in most developing countries. Since not all medical clinics have the facilities to administer all the immunizations you might need, it might save time to go directly to a travel clinic. Skylark Medical Clinic (453-9107) is a good one. You should start these *at least two months before you leave*. **An excellent informational website is [www.drwisetravel.com](http://www.drwisetravel.com). I recommend you give it a good reading.**

6) **Emergency Funds** - You will have worked out a budget for your practicum, but make sure that you have access to emergency funds if needed.

7) **On-site Contacts** - Make sure that you have on-site contact names, someone to pick you up at the airport, and all the room and board details worked out prior to departure.

**NOTE: A good website to consult as you make your preparations is [www.worldwide.edu](http://www.worldwide.edu).**

***Before you leave, please submit photocopies of your passport, visa and insurance documents to Ruth Taronno, Practicum Director. You will also need to sign an “acknowledgement of responsibility and liability” waiver form.***

Ruth Taronno, Practicum Director

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