

WORK ABROAD READINESS CHECKLIST

LOGISTICS

- I have a valid passport with an expiry date that is at least 6 months past the end date of my work term

PERSONAL MANAGEMENT

- I am aware that I will need to apply for a visa/permit to legally work in a foreign country
- I am familiar with the air travel booking process and I am confident that I can manage the booking process accurately in a timely manner
- I am aware that I should not purchase a plane ticket until I have received confirmation of employment, start and end dates, visas and work permits for my work term country
- I am aware that travel insurance is required for an international work term and I will ensure that I have full coverage through my plan
- I understand that I need to arrange vaccinations ahead of time to certain destinations

FINANCE

- I am aware of the costs of travel, visas, and living expenses
- I am aware that international placements typically pay less than domestic placements
- I am aware that I can/should apply for grants and scholarships as additional funding for my work term abroad

PHYSICAL HEALTH

- I am in good physical health and am physically able to travel and live in a different country
- I have all the medications, prescriptions, eyewear, medical records, and health equipment that I will need for my work term
- I do not have any physical health barriers to travelling and working abroad

MENTAL WELLNESS

- I know what works for me in order to maintain my mental health and wellbeing (e.g., regular exercise, working regularly with a counsellor, physician, etc.)
- I know how variations in my routine affect me
- I know how I typically approach new situations with new people
- I am able to recognize behaviours and thoughts that indicate that I may need emergency or urgent care
- I have made a self-care plan for my time abroad

UVIC CO-OP TERMS AND CONDITIONS

1. I understand that I must complete the [online pre-departure course](#) prior to leaving Canada for an international work term
2. I understand that I must adhere to the Terms and Conditions of the UVic Co-op Program
3. I understand that I will need to take personal responsibility for my health, finances, and preparations for my work term abroad and have considered everything in this checklist