

How to Submit the HALO Registry – Quick Reference Guide

Overview

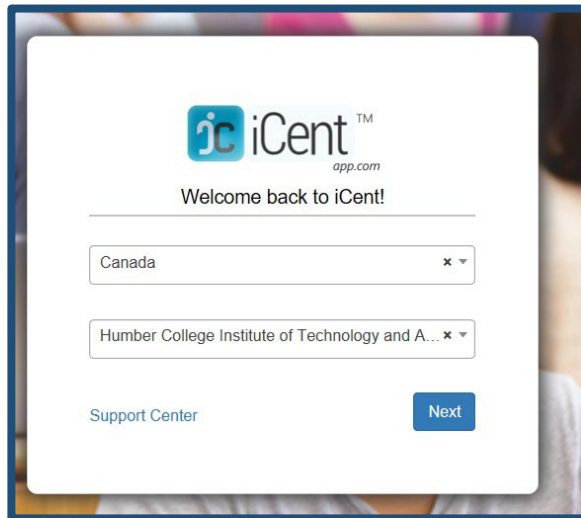
The HALO Registry (*Humber Approved Learning Out-Of-Province Registry*) is mandatory and must be completed by each student participating in an approved Humber activity outside of Ontario. Approved activity can take a number of forms including, but not limited to: Work Placement, Academic Summer Program, Semester Abroad, Faculty-Led Trip, Conference/Competition, Varsity, etc.

Information collected in the registry allows Humber to monitor student safety, track valid insurance coverage, mitigate travel risks, and provide assistance where feasible in cases of emergency outside of Ontario.

Please enter your information in the HALO Registry as soon as you are able to, and at least 4 weeks in advance of your travel date.

Login

- Go to <https://web.icentapp.com/> in your browser address line
- Select *Canada* as the Country and *Humber Global Opportunities* as the Institute
- Click *Next*

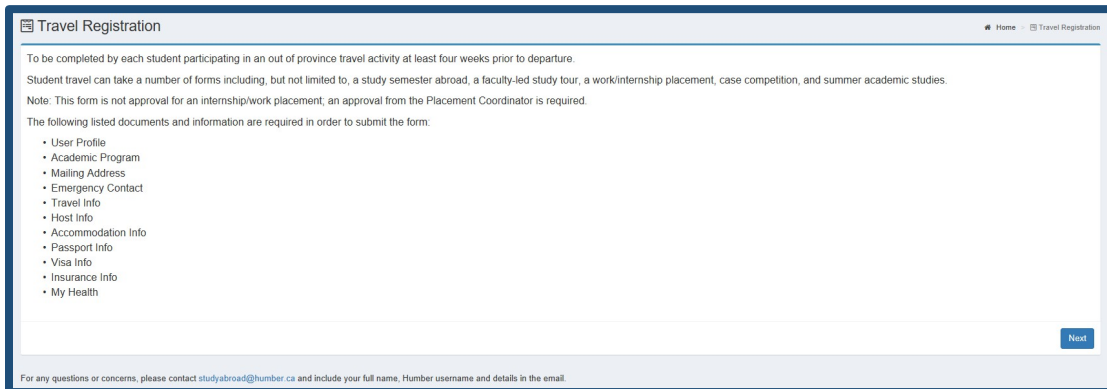


The screenshot shows the iCent app login interface. At the top, the iCent logo (with 'ic' in a blue square) and 'iCent™ app.com' are displayed. Below the logo, the text 'Welcome back to iCent!' is centered. There are two dropdown menus: the first is set to 'Canada' and the second is set to 'Humber College Institute of Technology and A...'. At the bottom left, there is a link for 'Support Center', and at the bottom right, there is a blue 'Next' button.

- Humber's Single-Sign-On page will automatically open.
- Enter your Humber Username and Password and click *Login*

Travel Registration

- The first page describes the form and a list of documents and information required to submit the form.
- After reading the summary, click *Next*



Travel Registration Home > Travel Registration

To be completed by each student participating in an out of province travel activity at least four weeks prior to departure.

Student travel can take a number of forms including, but not limited to, a study semester abroad, a faculty-led study tour, a work/internship placement, case competition, and summer academic studies.

Note: This form is not approval for an internship/work placement, an approval from the Placement Coordinator is required.

The following listed documents and information are required in order to submit the form:

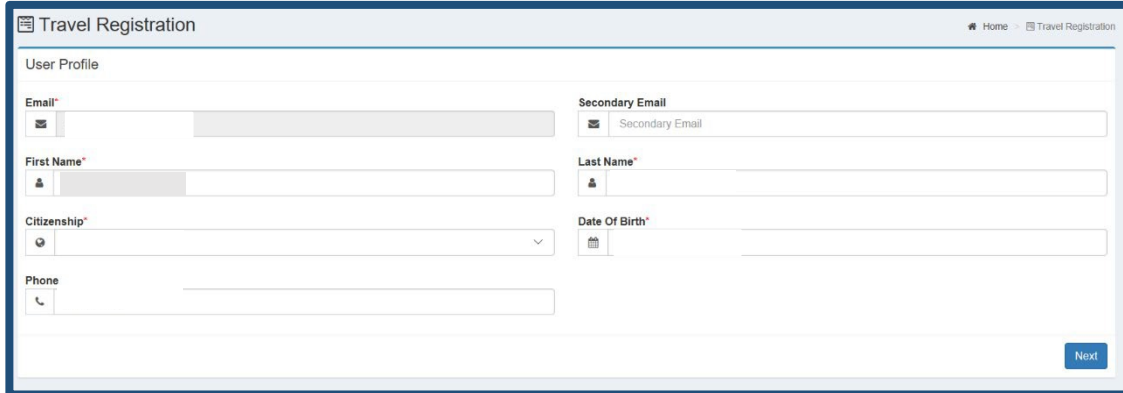
- User Profile
- Academic Program
- Mailing Address
- Emergency Contact
- Travel Info
- Host Info
- Accommodation Info
- Passport Info
- Visa Info
- Insurance Info
- My Health

For any questions or concerns, please contact studyabroad@humber.ca and include your full name, Humber username and details in the email.

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User Profile and Academic Program

- Once you successfully login, your user and academic program details from Humber's System ("Banner") will automatically populate & your details cannot be changed.



Travel Registration Home > Travel Registration

User Profile

Email*

Secondary Email

First Name*

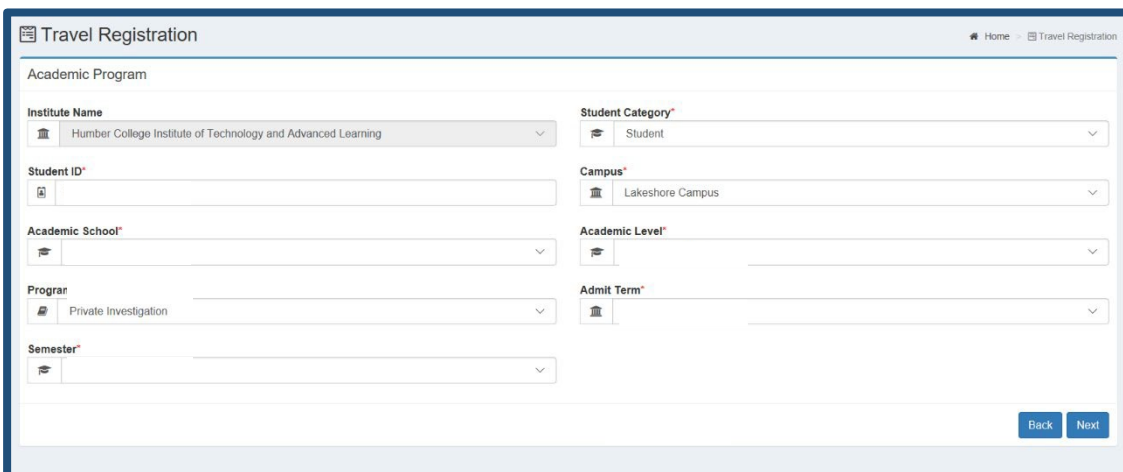
Last Name*

Citizenship*

Date Of Birth*

Phone

[Next](#)



Travel Registration Home > Travel Registration

Academic Program

Institute Name

Student Category*

Student ID*

Campus*

Academic School*

Academic Level*

Program

Admit Term*

Semester*

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Mailing Address and Emergency Contact

- An emergency contact is the person you authorize Humber to contact in the event of a critical incident while you are out of province.
- The person does not need to be living in Canada to be an emergency contact.

Travel Registration Home Travel Registration

Mailing Address

Address*

Country*

Province/State*

Zip/Postal Code*

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Travel Registration Home Travel Registration

Emergency Contact

First Name*

Last Name*

Relationship*

Email*

Primary Phone*

Secondary Phone

Primary Language*

Secondary Language

Address*

Country*

Province/State*

Zip/Postal Code*

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Travel Info

- Student travel can either be one of the following activities:
 - Academic Summer Program
 - Conference/Competition
 - Faculty-Led Trip
 - Internship/Work Placement
 - Semester Abroad
 - Group Varsity
 - Varsity
- The contact information under *Travel Info* should be the Humber contact person for you (i.e Program Coordinator, Faculty, International Mobility Coordinator etc.)
 - *If you are going on a summer academic program abroad, please add “Maysa Mourad” as your contact, and include this email: studyabroad@humber.ca*
 - *The **departure date** is the date **you are leaving Ontario** and the return date is the date you are **re-entering Ontario**.*
- If you are going on a group travel experience (i.e Faculty-Led trip or Group Varsity the *Activity Name* field will populate and you will be required to select the appropriate group travel trip name.
- If International/Work Placement is selected as the *Activity Type*, a field for you to upload your Placement Approval letter will populate. Please coordinate with your Humber work placement coordinator for proof that you’ve been approved to complete your work placement.

Host Info & Accommodation Info

- Host information is the name of the institution where you will be studying or working. It can be a post-secondary institution, an employer, NGO or agency.
- A copy of the host invitation can be an email from the host confirming the trip.
- Accommodation information is the details of the main accommodation that the student is staying at while out of province, including hotels or Airbnb's.

Travel Registration
Home > Travel Registration

Host Info - Semester Abroad(Dec-01-2018-Feb-28-2019)
New Host

Name of Host* (School, Employer, Organization, etc.)

Host City*

Host Address*

Host Country*

Host Province/State*

Host Zip/Postal Code*

Contact First Name*

Contact Last Name*

Contact Phone Number*

Contact Email*

Comments

Host Invitation Copy*

Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png

Back Save & Continue

Travel Registration
Home > Travel Registration

Accommodation Info - Semester Abroad(Dec-01-2018-Feb-28-2019)
New Accommodation

Name of Accommodation*

Accommodation City*

Accommodation Address*

Accommodation Country*

Accommodation Province/State*

Accommodation Zip/Postal Code*

Contact First Name

Contact Last Name

Contact Phone Number

Contact Email

Comments

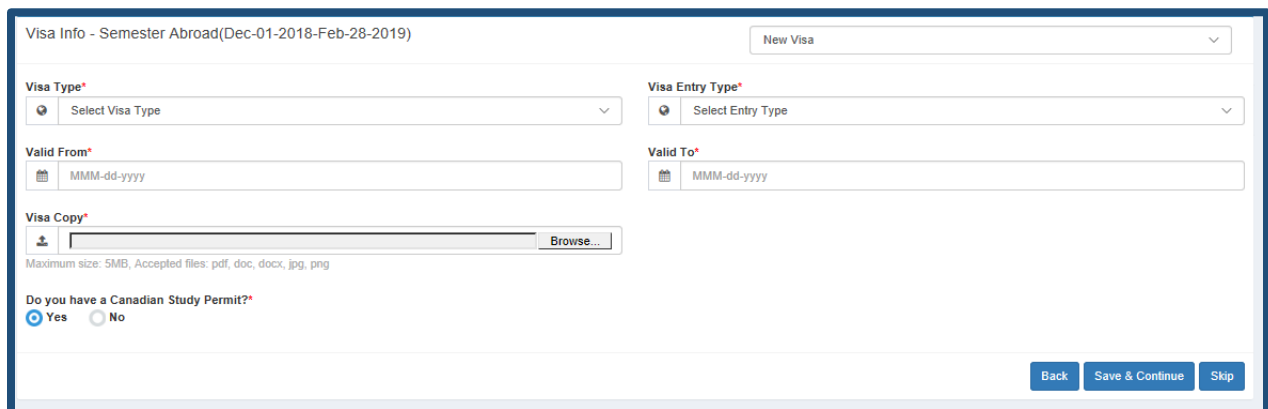
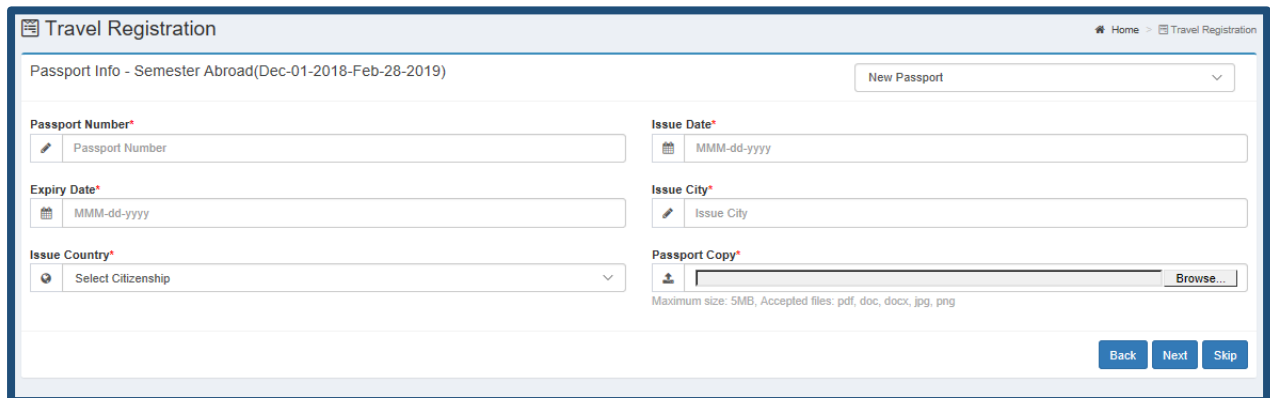
Accommodation Copy*

Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png

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Passport and Visa Info

- Your passport must be valid for **at least six months** upon return date to Canada. If a passport will expire in less than 6 months, a flag is placed on your travel form, and you will be notified to apply for a new passport as soon as possible. Some countries will require a visa and the visa information is required. If a visa is required, but the details are not yet available, the section can be skipped and then returned to later.



Insurance Info

If you are a **domestic** student (i.e. Canadian Citizen or Canadian Permanent Resident), you will see the following once you reach the “Insurance Info” section on HALO:

- All Humber students who are registered as a Domestic student at Humber (i.e. are a Canadian Citizen or have Canadian Permanent Residence status) are covered by AIG Insurance for out of province / country medical benefits to an overall maximum of \$5,000,000 for a duration of up to 180 days (depending on the Humber-approved length of your out of province / country travel).
- Your AIG Insurance policy number is CMG 9429790.** It is your responsibility to read and understand the terms and limits of your group insurance coverage.

- Please download all the key documents related to health insurance from HALO
 - Insurance “Attache” Card
 - AIG Group Out of Province / Country Insurance Booklet
 - What You Need to Know for Your Trip
 - Flyer: Insurance Assistance Website and App Registration Guide

Please review and check boxes under this insurance section after you have downloaded all the key insurance information:

- I have downloaded all the insurance information related to my out of province / country medical benefits.
- I understand that I am fully responsible for understanding the terms, conditions, and limits of my insurance and purchasing additional insurance coverage as needed.

If you are an **international student**, you will see the following:

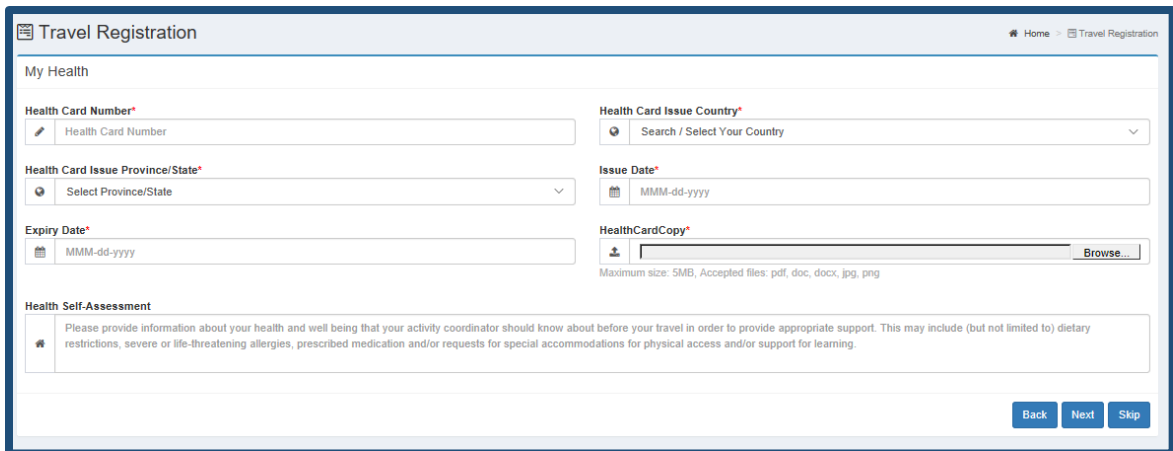
- All Humber students who are registered as an International Student at Humber are covered by Morcare’s International OHIP Alternative Insurance Plan. Under this insurance are Emergency Out of Province (Travel Coverage) benefits which include coverage for Emergency Injury or Sickness for a Lifetime Maximum: \$5,000,000 for a duration of up to 180 days. Emergency Out of Province Coverage and Assistance is provided by AIG Travel Insurance.
- **Download your student medical card from:** [Humber College \(International Students\) - Morcare](#)
- **Important:** If you have opted out of Humber’s Morcare International OHIP Alternative International Plan, you do not have travel health insurance provided by Humber. It is mandatory to have travel health insurance for all Humber-sanctioned out of province / travel activity. Please contact the International Office to discuss your options: studyabroad@humber.ca

Please check boxes all the boxes under this insurance section:

- I have downloaded all the insurance information related to my out of province / country medical benefits.
 - I understand that I am fully responsible for understanding the terms, conditions, and limits of my insurance and purchasing additional insurance coverage as needed.
-
- **If you are travelling for more than 180 days:**
 - Please connect to the Global Learning Team: studyabroad@humber.ca

My Health

- Your mental and physical health is important to Humber. Any information that the activity coordinator should be aware of prior to departure should be detailed in the Health Self-Assessment.



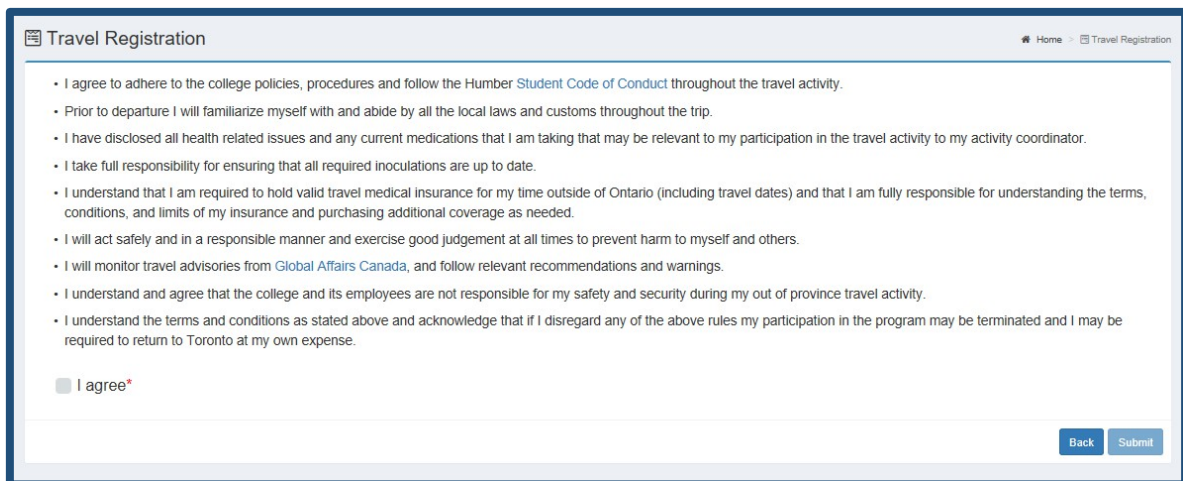
The screenshot shows the 'My Health' section of the 'Travel Registration' form. It includes the following fields:

- Health Card Number***: A text input field with a pencil icon for editing.
- Health Card Issue Country***: A dropdown menu with a search icon and the text 'Search / Select Your Country'.
- Health Card Issue Province/State***: A dropdown menu with a search icon and the text 'Select Province/State'.
- Issue Date***: A date input field with a calendar icon and the format 'MMM-dd-yyyy'.
- Expiry Date***: A date input field with a calendar icon and the format 'MMM-dd-yyyy'.
- HealthCardCopy***: A file upload field with a download icon, a 'Browse...' button, and a note: 'Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png'.
- Health Self-Assessment**: A text area with a speech icon and the instruction: 'Please provide information about your health and well being that your activity coordinator should know about before your travel in order to provide appropriate support. This may include (but not limited to) dietary restrictions, severe or life-threatening allergies, prescribed medication and/or requests for special accommodations for physical access and/or support for learning.'

Navigation buttons at the bottom right: **Back**, **Next**, and **Skip**.

Terms and Conditions

- Prior to submission, it is important for you to read and understand Humber's Student Code of Conduct and that you understand all policies and procedures



The screenshot shows the 'Terms and Conditions' section of the 'Travel Registration' form. It contains a list of terms and conditions:

- I agree to adhere to the college policies, procedures and follow the Humber Student Code of Conduct throughout the travel activity.
- Prior to departure I will familiarize myself with and abide by all the local laws and customs throughout the trip.
- I have disclosed all health related issues and any current medications that I am taking that may be relevant to my participation in the travel activity to my activity coordinator.
- I take full responsibility for ensuring that all required inoculations are up to date.
- I understand that I am required to hold valid travel medical insurance for my time outside of Ontario (including travel dates) and that I am fully responsible for understanding the terms, conditions, and limits of my insurance and purchasing additional coverage as needed.
- I will act safely and in a responsible manner and exercise good judgement at all times to prevent harm to myself and others.
- I will monitor travel advisories from [Global Affairs Canada](#), and follow relevant recommendations and warnings.
- I understand and agree that the college and its employees are not responsible for my safety and security during my out of province travel activity.
- I understand the terms and conditions as stated above and acknowledge that if I disregard any of the above rules my participation in the program may be terminated and I may be required to return to Toronto at my own expense.

At the bottom, there is a checkbox labeled **I agree*** which is currently unchecked.

Navigation buttons at the bottom right: **Back** and **Submit**.

Submission

- If any sections were not completed entirely, an error message will pop up indicating the sections that were not completed. The form will be saved and you can go back to complete once you have the required information.

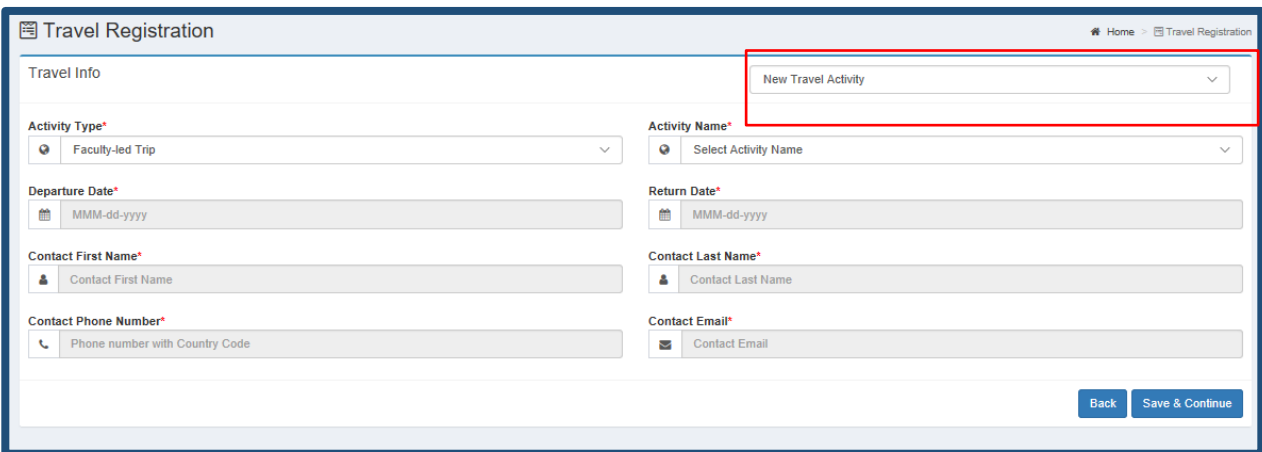


Warning! Below section(s) are incomplete. You will need to provide information at a later date and resubmit the form.

- Travel Activity Accommodation
- Passport Info
- Insurance Info

Submitted successfully.

Returning to the HALO Registry



Travel Registration Home > Travel Registration

Travel Info New Travel Activity

Activity Type*
Faculty-led Trip

Activity Name*
Select Activity Name

Departure Date*
MMM-dd-yyyy

Return Date*
MMM-dd-yyyy

Contact First Name*
Contact First Name

Contact Last Name*
Contact Last Name

Contact Phone Number*
Phone number with Country Code

Contact Email*
Contact Email

[Back](#) [Save & Continue](#)

- You can return to your HALO Registry and update any details or upload new documents for an existing travel activity any time.
- To return to an existing activity, simply log in and select the name of your travel activity from the drop-down list in the top right corner of the screen.