

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.

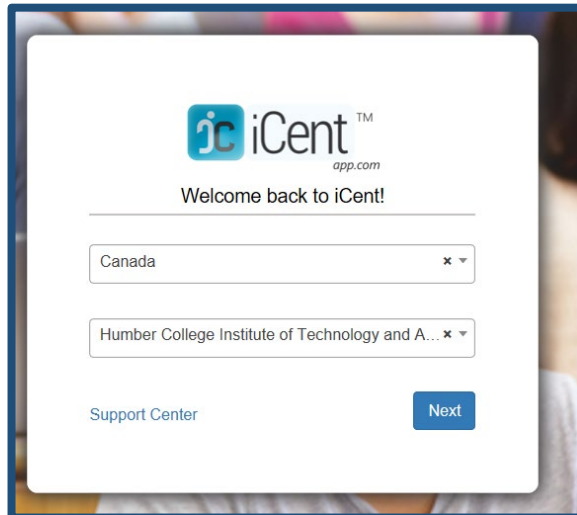
Information collected in the registry allows Humber to monitor student safety, track valid insurance coverage, mitigate travel risks, and provide assistance where feasible in cases of emergency outside of Ontario.

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.

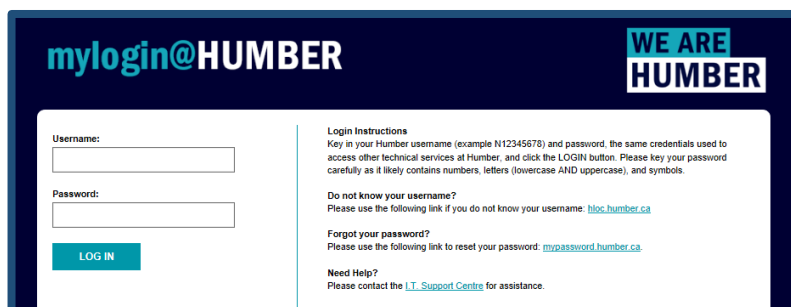
Any questions or concerns regarding the HALO Registry can be sent to halo@humber.ca.

Login

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

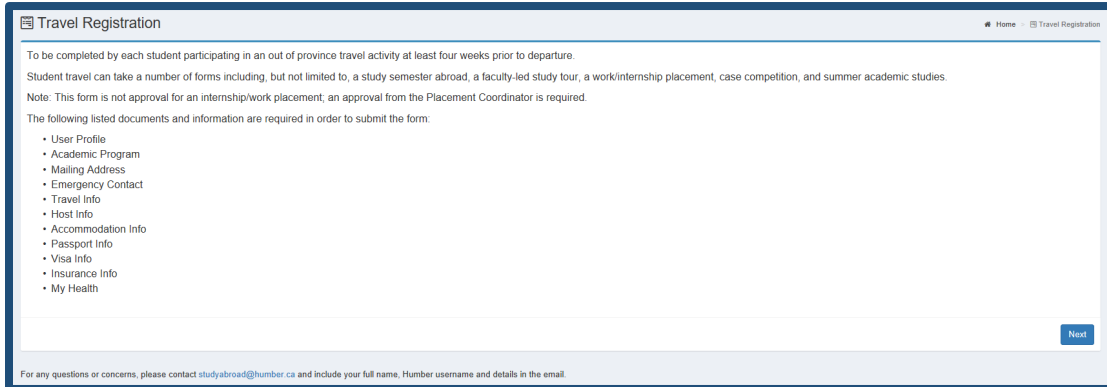


- Humber's Single-Sign-On page will automatically open.
- Enter your Humber Username and Password and click *Login*



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:

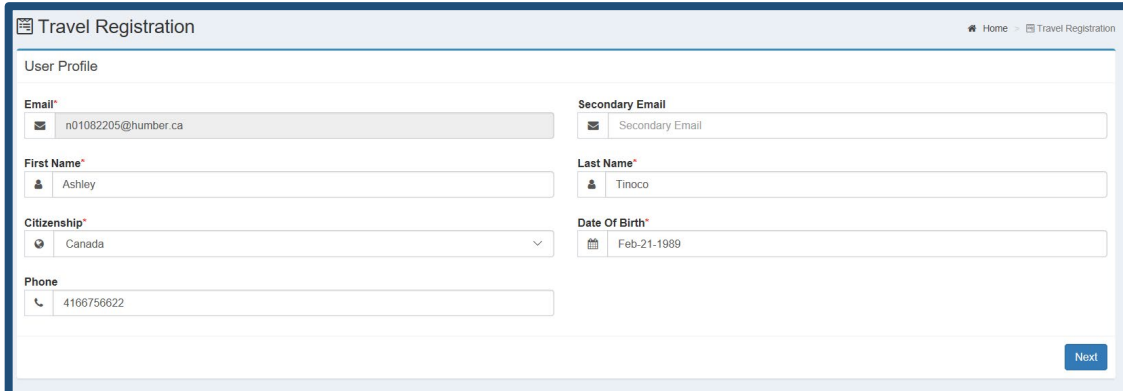
- User Profile
- Academic Program
- Mailing Address
- Emergency Contact
- Travel Info
- Host Info
- Accommodation Info
- Passport Info
- Visa Info
- Insurance Info
- My Health

Next

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

User Profile and Academic Program

- Once a student successful logs in, their user and academic program details from Banner will



Travel Registration Home Travel Registration

User Profile

Email*
n01082205@humber.ca

Secondary Email
Secondary Email

First Name*
Ashley

Last Name*
Tinoco

Citizenship*
Canada

Date Of Birth*
Feb-21-1989

Phone
4166756622

Next

automatically populate and their details cannot be changed.

Mailing Address and Emergency Contact

- An emergency contact is the person the student authorizes Humber to contact in the event of a critical incident while they are out of province.

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Academic Program

Institute Name Humber College Institute of Technology and Advanced Learning	Student Category* Student
Student ID* n01082205	Campus* Lakeshore Campus
Academic School* Applied Technology	Academic Level* Postsecondary
Program* Private Investigation	Admit Term* Fall 2018
Semester* Semester 1	

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- The person does not need to be living in Canada to be an emergency contact

Travel Info

Travel Registration
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Mailing Address

Address*

Country*

Province/State*

Zip/Postal Code*

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*

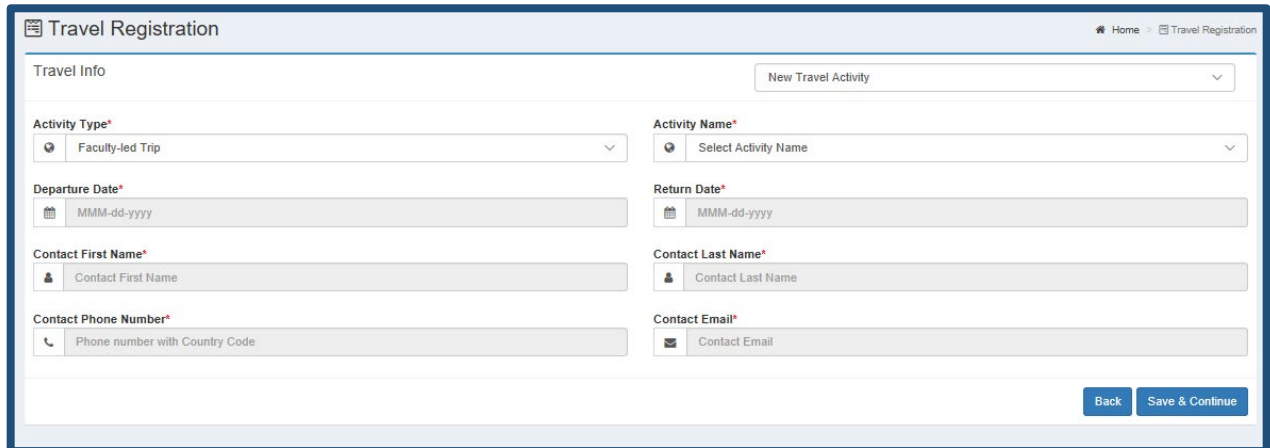
Zip/Postal Code*

- Student travel can either be one of the following activities:
 - Academic Summer Program
 - Conference/Competition
 - Faculty-Led Semester Abroad
 - Faculty-Led Trip
 - Internship/Work Placement
 - Student – led Semester Abroad
 - Group Varsity
 - Varsity
- The contact information under *Travel Info* should be the Humber contact person for that activity (i.e Program Coordinator, Faculty, International Mobility Coordinator etc)
- If a student is going on a group travel (i.e Faculty-Led trips, Group Varsity or group semester abroad) the *Activity Name* field will populate and students will be required to select the appropriate group travel trip name.

- If International/Work Placement is selected as the *Activity Type*, a field for students to upload their Placement Approval letter will populate.
- **Note:** In order for a trip to be listed under *Activity Name* and have details pre-populated, a [Group Travel Registry Request Form](#) must be completed with the appropriate details.

Host Info & Accommodation Info

- Host information is the name of the external partner. It can be an institution, employer, NGO or agency.



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Travel Info New Travel Activity

Activity Type* Faculty-led Trip **Activity Name*** Select Activity Name

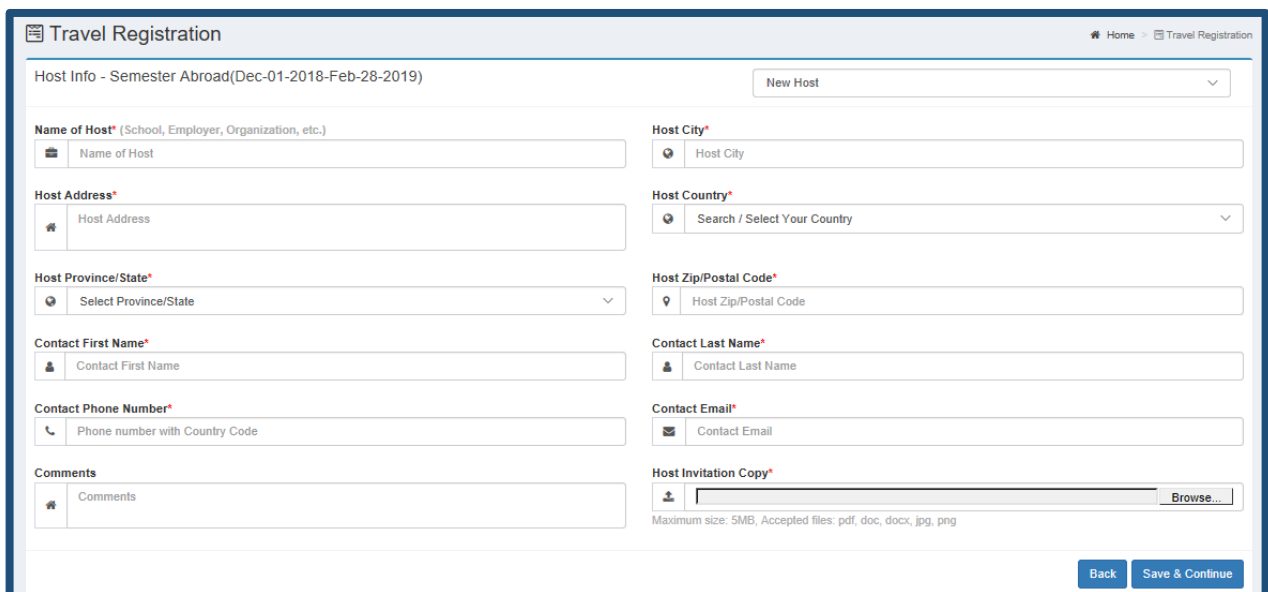
Departure Date* MMM-dd-yyyy **Return Date*** MMM-dd-yyyy

Contact First Name* Contact First Name **Contact Last Name*** Contact Last Name

Contact Phone Number* Phone number with Country Code **Contact Email*** Contact Email

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- 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.



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

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

Host Address* Host Address **Host Country*** Search / Select Your Country

Host Province/State* Select Province/State **Host Zip/Postal Code*** Host Zip/Postal Code

Contact First Name* Contact First Name **Contact Last Name*** Contact Last Name

Contact Phone Number* Phone number with Country Code **Contact Email*** Contact Email

Comments Comments **Host Invitation Copy*** [Browse...](#)
Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png

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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

- A passport must be valid for at least six months upon return date. If a passport will expire in less than 6 months, a flag is placed on the students travel form and they 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 at a later date.

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

Passport Number*

Issue Date*

Expiry Date*

Issue City*

Issue Country*

Passport Copy*

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

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

Visa Type*

Visa Entry Type*

Valid From*

Valid To*

Visa Copy*

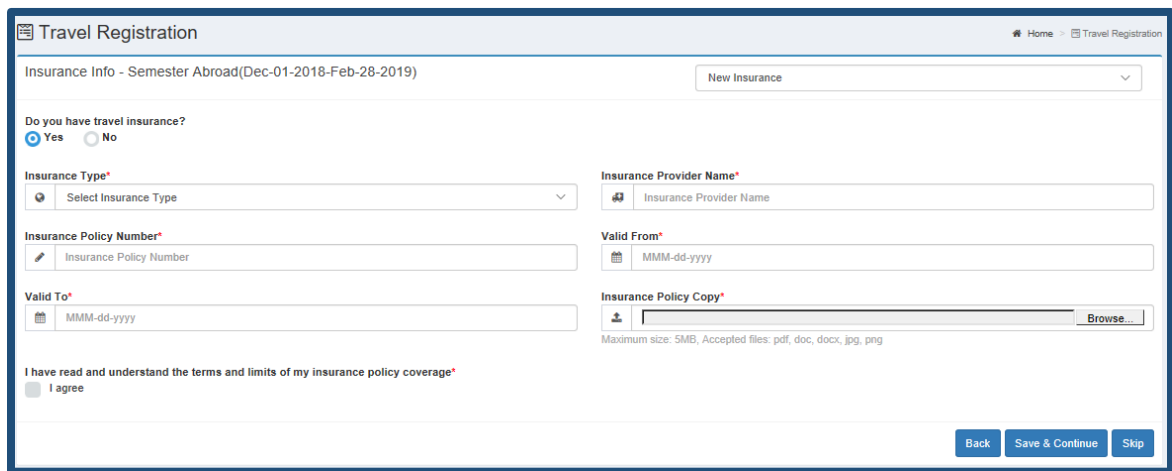
Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png

Do you have a Canadian Study Permit?
 Yes No

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Insurance Info

- Health insurance is mandatory for all Humber students travelling outside of Ontario and a copy of the insurance policy is required. It is the students' responsibility to read and understand the terms and conditions of their policy.
- Humber College will cover Canadian/Permanent Resident students for up to 45 days through AIG Insurance. **Note:** In order for the AIG insurance to be sent to students travelling 45 days or less, students should select that they **do not** have insurance and authorize Humber to purchase AIG insurance on their behalf. The estimated cost would display **\$0.00** as there are no additional costs associated.
- If a student is travelling more than 45 days, they can choose to pay the difference with AIG Insurance or purchase their own health insurance.
- International students are automatically covered for up to 45 days through Morcare, their International Health Insurance.



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

Do you have travel insurance?
 Yes No

Insurance Type*

Insurance Provider Name*

Insurance Policy Number*

Valid From*

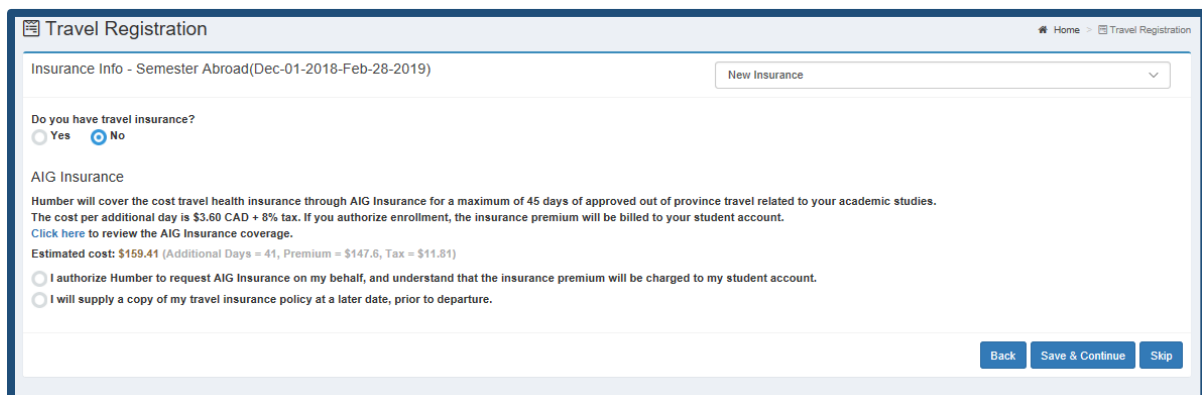
Valid To*

Insurance Policy Copy*
 Maximum size: 5MB, Accepted files: pdf, doc, docx, jpg, png

I have read and understand the terms and limits of my insurance policy coverage*
 I agree

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- If a student **does not** have insurance, they are required to either select that they will provide the information later or request Humber's health insurance.
- The Travel Registry will automatically calculate the cost of health insurance through AIG based on the trip dates that the student entered. The student can choose to authorized Humber to purchase health insurance and the cost will be displayed on their myHumber account in a few weeks.



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

Do you have travel insurance?
 Yes No

AIG Insurance

Humber will cover the cost travel health insurance through AIG Insurance for a maximum of 45 days of approved out of province travel related to your academic studies. The cost per additional day is \$3.60 CAD + 8% tax. If you authorize enrollment, the insurance premium will be billed to your student account. [Click here to review the AIG Insurance coverage.](#)

Estimated cost: \$159.41 (Additional Days = 41, Premium = \$147.6, Tax = \$11.81)

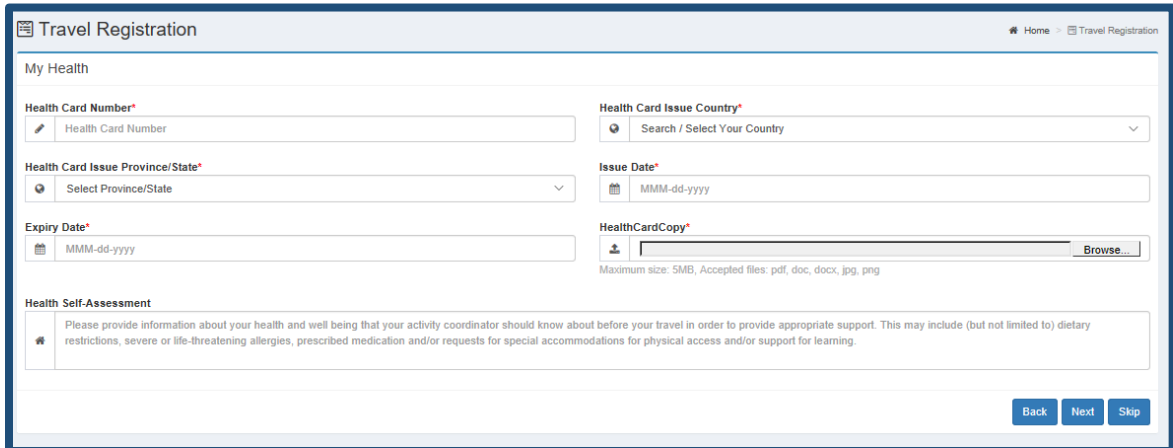
I authorize Humber to request AIG Insurance on my behalf, and understand that the insurance premium will be charged to my student account.

I will supply a copy of my travel insurance policy at a later date, prior to departure.

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My Health

- A student’s 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.



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My Health

Health Card Number*

Health Card Issue Country*

Health Card Issue Province/State*

Issue Date*

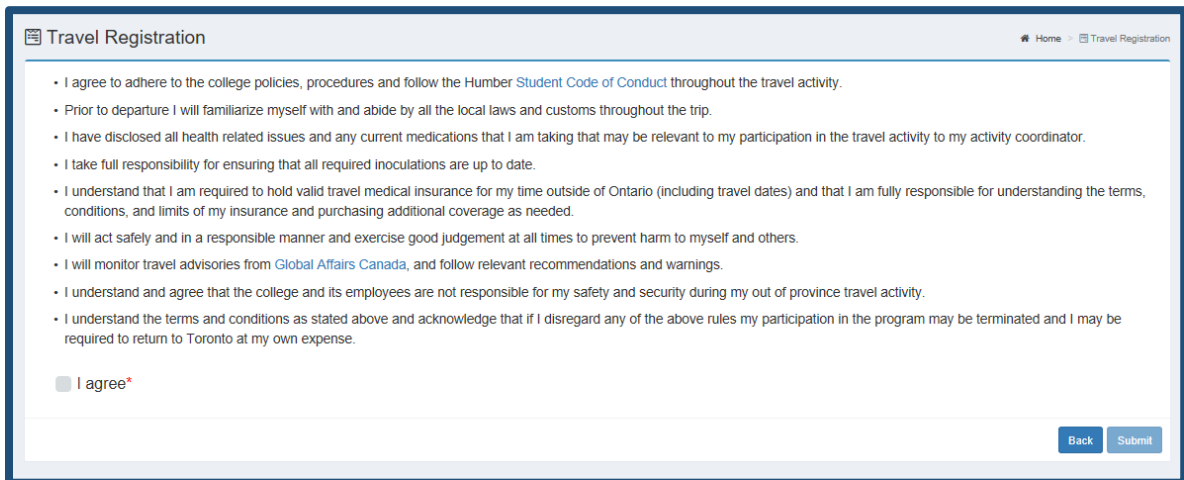
Expiry Date*

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

Health Self-Assessment
 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.

Terms and Conditions

- Prior to submission, it is important for students to read and understand Humber’s Student Code of Conduct and that they understand all policies and procedures.



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- 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.

I agree*

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 students can go back to complete once they have the required information.



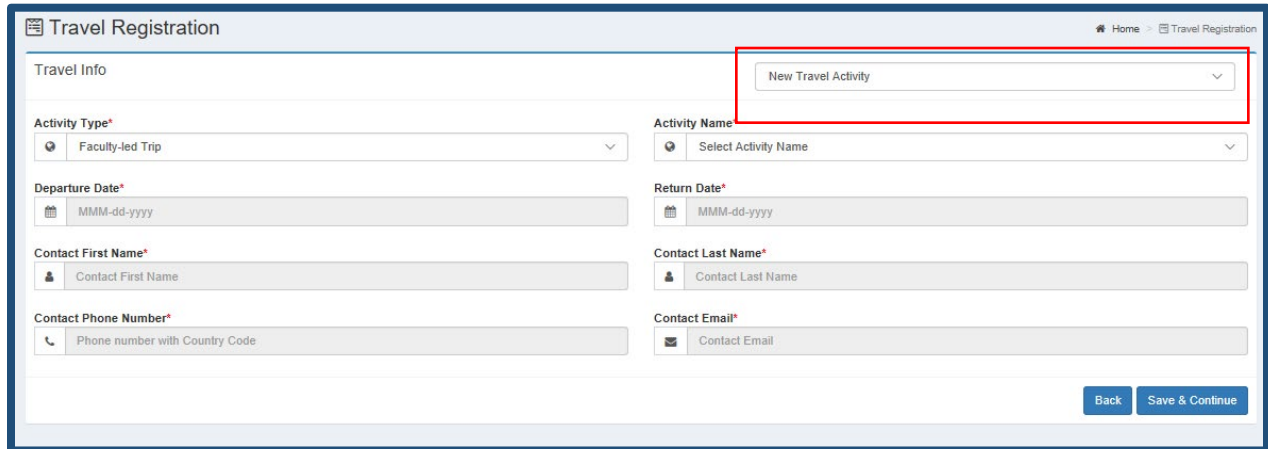
Warning! Below section(s) are incomplete. You will need to provide information at a later date and resubmit the form.

- Travel Activity Accommodation
- Passport Info
- Insurance Info

Submitted successfully.

Returning to the Travel Registry

- Students can return to their Travel Registry and update any details or upload new documents for an existing travel activity.
- To return to an existing travel activity, students would log in and select the correct travel activity in the Travel Info page.



The screenshot shows the 'Travel Registration' form. At the top right, there is a breadcrumb trail: Home > Travel Registration. The form is titled 'Travel Info' and contains several fields:

- Activity Type***: A dropdown menu with 'Faculty-led Trip' selected.
- Activity Name***: A dropdown menu with 'New Travel Activity' selected. This dropdown is highlighted with a red rectangular box.
- Departure Date***: A date picker field with the format 'MMM-dd-yyyy'.
- Return Date***: A date picker field with the format 'MMM-dd-yyyy'.
- Contact First Name***: A text input field with a person icon and the placeholder 'Contact First Name'.
- Contact Last Name***: A text input field with a person icon and the placeholder 'Contact Last Name'.
- Contact Phone Number***: A text input field with a phone icon and the placeholder 'Phone number with Country Code'.
- Contact Email***: A text input field with an envelope icon and the placeholder 'Contact Email'.

At the bottom right of the form, there are two buttons: 'Back' and 'Save & Continue'.