

How to Complete the Humber Travel Registry – Quick Reference Guide

Overview

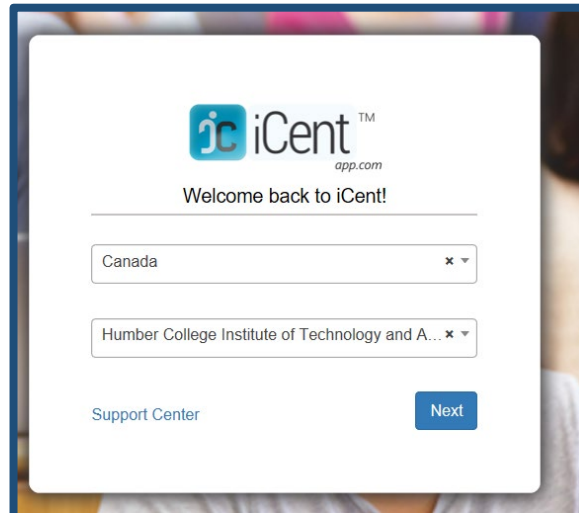
The Humber Travel Registry (previously known as the Student Out of Province Travel Activity Form) is mandatory and must be completed by each student participating in an approved Humber travel activity outside of Ontario. Student travel can take a number of forms including an Academic Summer Program , Conference/Competition, Faculty-Led Trip, Internship/Work Placement, Semester Abroad and Varsity.

The registry must be completed at least **30 days prior to departure** and must be accompanied by supporting documents such as travel itinerary, passport, relevant country-entry visas, health assessment and health insurance information.

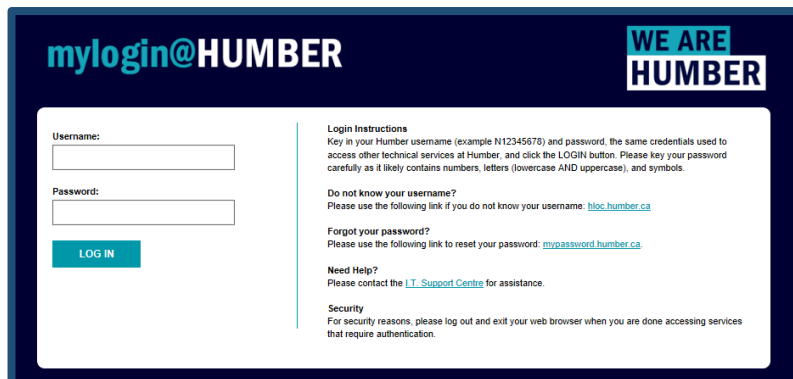
Any questions or concerns regarding the Humber Travel Registry can be sent to ashley.tinoco@humber.ca, International Mobility Coordinator.

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*

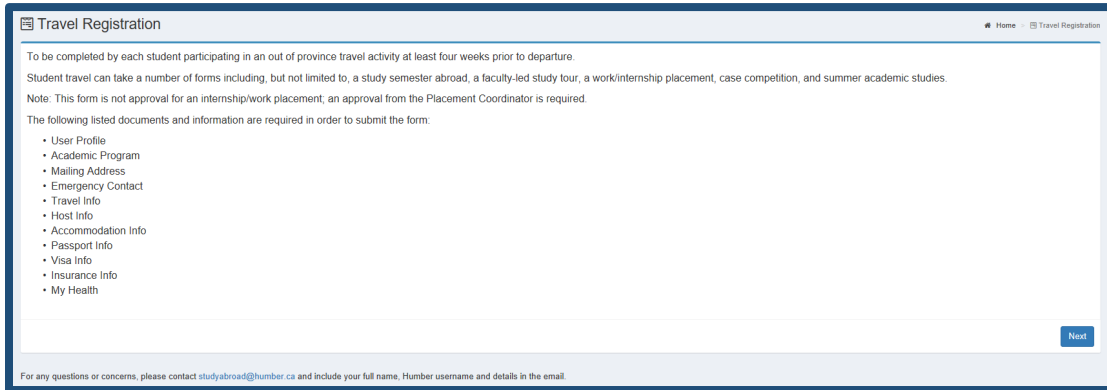


- Humber’s Single-Sign-On page will automatically open.
- Enter your Humber Username and Password and click *Login*



Travel Registration

- The first page describes the registry and a list of documents and information required to complete.
- 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.

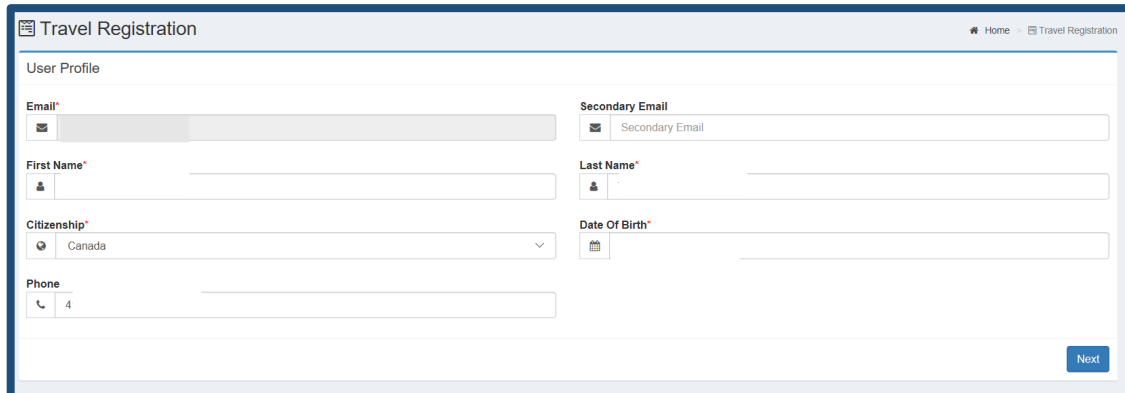
- User Profile
- Academic Program
- Mailing Address
- Emergency Contact
- Travel Info
- Host Info
- Accommodation Info
- Passport Info
- Visa Info
- Insurance Info
- My Health

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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 automatically populate and their details cannot be changed.



Travel Registration Home Travel Registration

User Profile

Email*

Secondary Email

First Name*

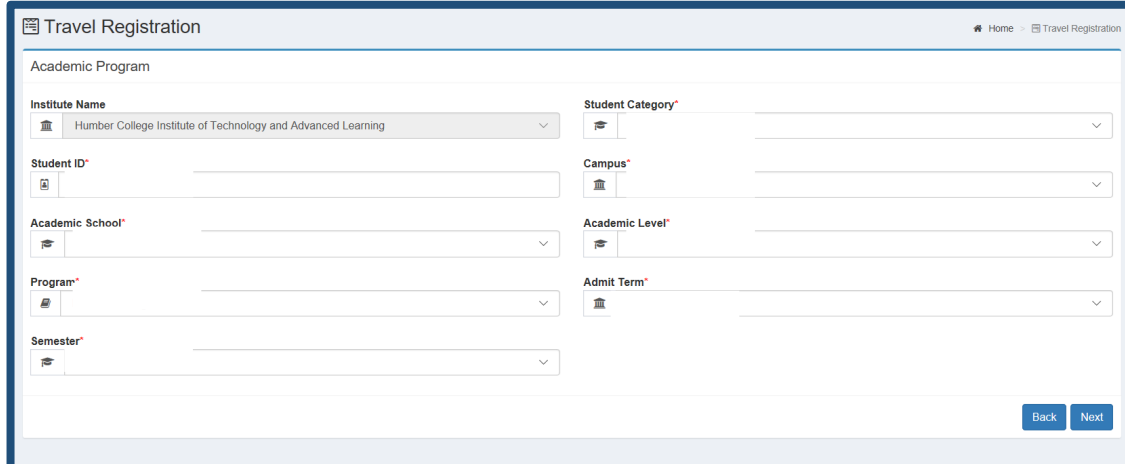
Last Name*

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*

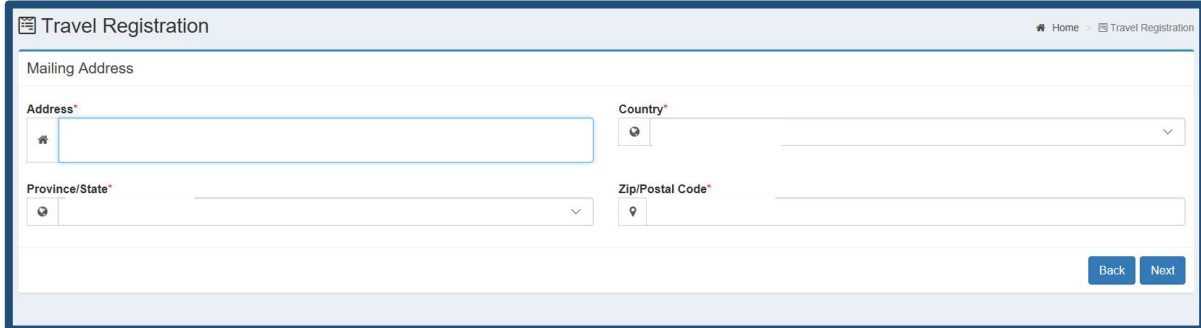
Admit Term*

Semester*

[Back](#) [Next](#)

Mailing Address and Emergency Contact

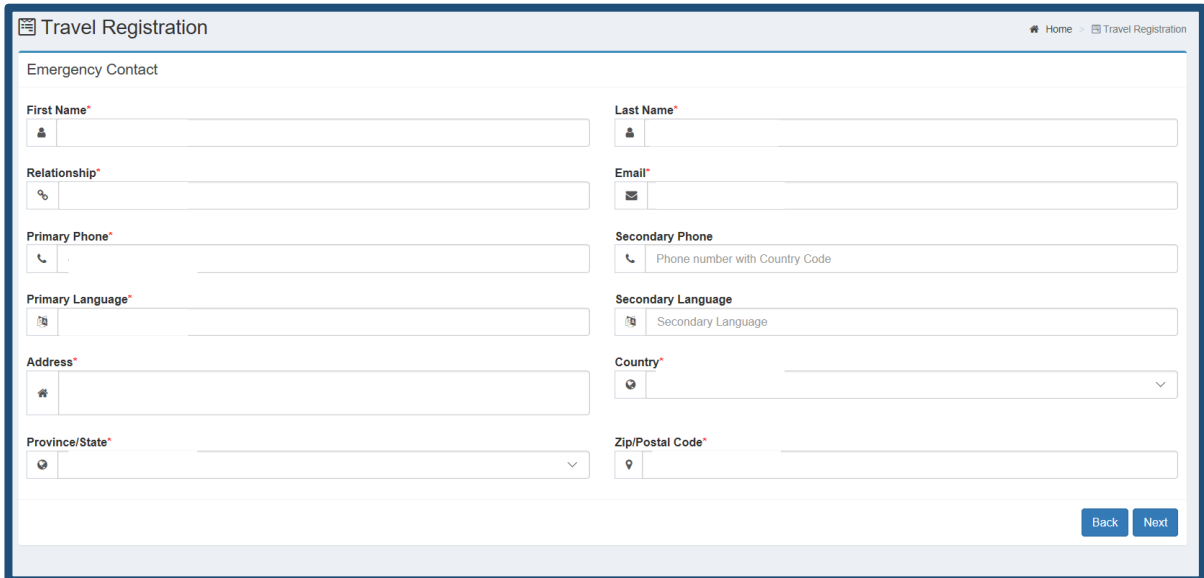
- An emergency contact is the person the student authorizes Humber to contact in the event of a critical incident while they are out of province.
- The person does not need to be living in Canada to be an emergency contact



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

- Address***: A text input field with a location pin icon.
- Country***: A dropdown menu.
- Province/State***: A dropdown menu.
- Zip/Postal Code***: A text input field with a location pin icon.

Navigation buttons 'Back' and 'Next' are located at the bottom right.



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

- First Name***: A text input field with a person icon.
- Last Name***: A text input field with a person icon.
- Relationship***: A text input field with a magnifying glass icon.
- Email***: A text input field with an email icon.
- Primary Phone***: A text input field with a phone icon.
- Secondary Phone**: A text input field with a phone icon and the placeholder text 'Phone number with Country Code'.
- Primary Language***: A text input field with a language icon.
- Secondary Language**: A text input field with a language icon and the placeholder text 'Secondary Language'.
- Address***: A text input field with a location pin icon.
- Country***: A dropdown menu.
- Province/State***: A dropdown menu.
- Zip/Postal Code***: A text input field with a location pin icon.

Navigation buttons 'Back' and 'Next' are located at the bottom right.

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
 - Varsity
- The contact information details should be the contact person for that activity (i.e Program Coordinator, Faculty, International Mobility Coordinator etc)
- If a student is going on a Faculty-Led trip, the *Activity Name* field will populate and students will be required to select the appropriate Faculty-Led trip name.
- If Internship/Work Placement is selected, a field for students to upload their Placement Approval letter will populate.

- **Note:** In order for a name of a Faculty-Led trip to be listed as one of the options, a [Faculty-Led Travel Web Request Form](#) must be completed with the appropriate details.

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

Host Info & Accommodation Info

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

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

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

- 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 registry and they will be notified to apply for a new passport as soon as possible.
- Some countries will require a visa and this information is required. This section can be skipped if a visa is not required.

Travel Registration
Home > Travel Registration

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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Travel Registration
Home > Travel Registration

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

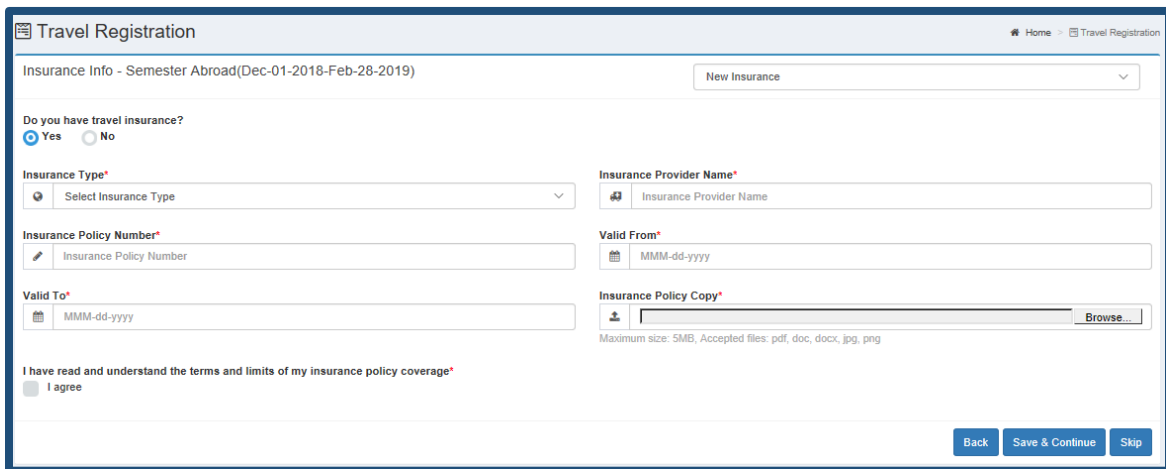
Do you have a Canadian Study Permit?*

 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. The activity coordinator or International Mobility Coordinator must submit a request at least 30 days prior to departure to the Finance department.
- 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.



Travel Registration

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

Do you have travel insurance?
 Yes No

Insurance Type*

Insurance Policy Number*

Valid To*

Insurance Provider Name*

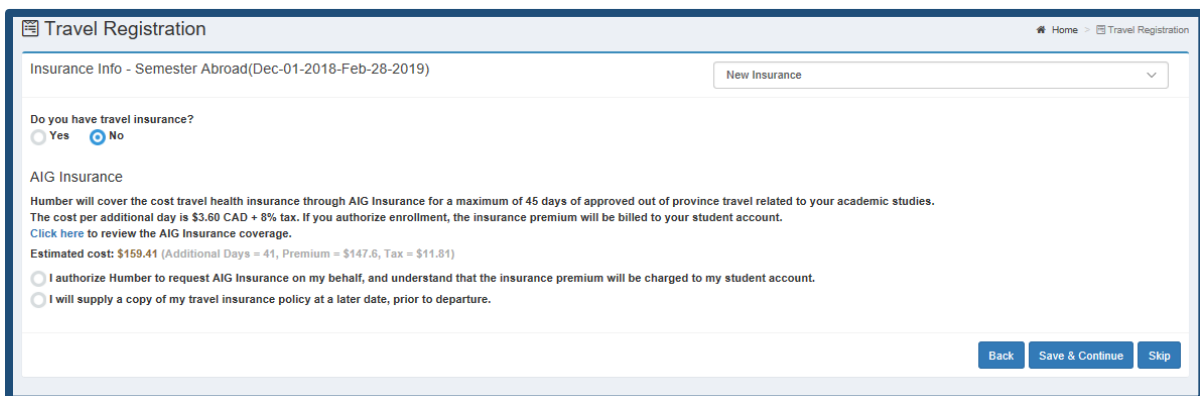
Valid From*

Insurance Policy Copy*
 Browse...
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

Back Save & Continue Skip

- 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 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 authorize Humber to purchase health insurance and the cost will be displayed on their myHumber account.



Travel Registration

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)

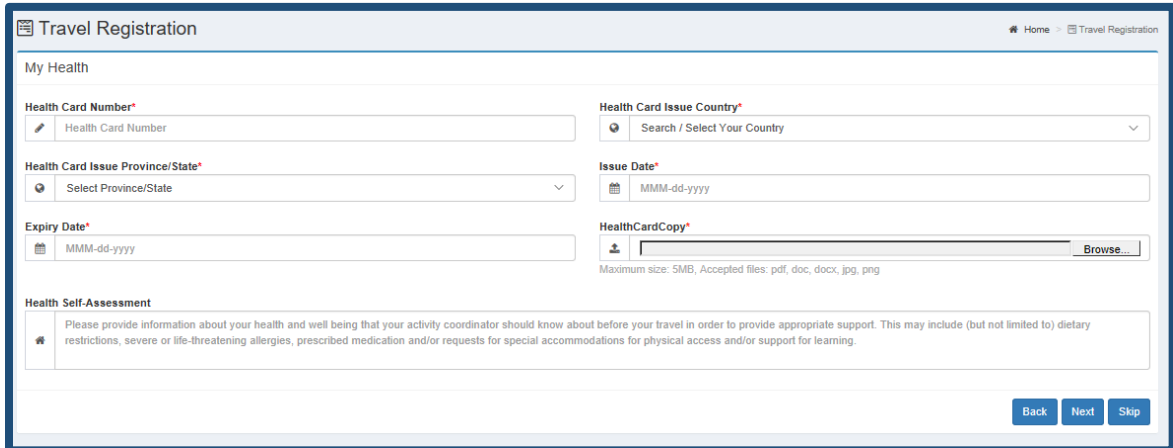
I authorize Humber to request AIG Insurance on my behalf, and understand that the insurance premium will be charged to my student account.

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

Back Save & Continue Skip

My Health

- A student's mental and physical health is important to Humber and that any information an activity coordinator should know are detailed prior to departure.



Travel Registration Home > Travel Registration

My Health

Health Card Number*

Health Card Issue Country*

Health Card Issue Province/State*

Issue Date*

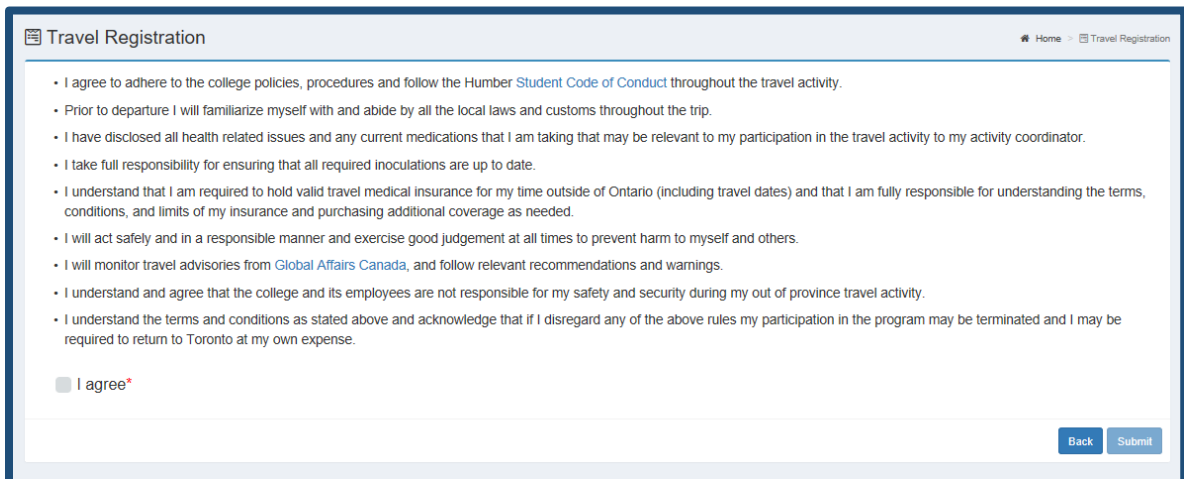
Expiry Date*

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.



Travel Registration Home > Travel Registration

- 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.



Appendix A: Faculty – Led Travel WebForm Request

With the launch of the new Humber Travel Registry, details for faculty-led trips will automatically populate for students participating in a faculty-led trip. In order for the information to populate, the following details are required.

Please complete the following form at least 45 days prior to the date of departure and send to ashley.tinoco@humber.ca.

A. Activity Details

Activity Name: _____

Departure Date (DD/MM/YY): _____ Return Date (DD/MM/YY): _____

Contact Name of Faculty/Staff: _____

Contact Phone Number: _____

Contact Email Address: _____

B. Host Information

Name of Host (School, Employer, Organization, etc): _____

Host Address: _____

Host City: _____ Host Province/State: _____

Host Zip/Postal Code: _____ Country: _____

Host Contact First Name : _____ Host Contact Last Name : _____

Host Contact Phone Number: _____ Host Contact Email: _____

C. Accommodation Information

Name of Accommodation: _____

Accommodation Address: _____

Accommodation City: _____ Accommodation Province: _____

Accommodation Zip/Postal Code: _____ Accommodation Country: _____

Contact First Name: _____ Contact Last Name: _____

Contact Phone Number : _____ Contact Email: _____