SFU SIMON FRASER UNIVERSITY
CO-OPERATIVE EDUCATION

INTERNATIONAL CO-OP
Before You Start Form

PLEASE FOLLOW THESE INSTRUCTIONS:

1. Save a copy of this form to your computer before filling it out.
2. Open the saved copy.
3. Complete and save your changes.
4. Upload the completed form to the Assignments in BIL.

It is required that all students participating in an SFU International Co-op complete this form.

STUDENT INFORMATION		EMERGENCY CONTACT INFORMATION	
Student Name:		Emergency Contact Name:	
Student Number:		Relationship:	
Phone #:		Emergency Contact Phone #:	
Home Address: (*City, Prov/State, Zip/Postal Code*		Emergency Contact Address: (*City, Prov/State, Zip/Postal Code, Country*)	
E-mail:		Contact E-mail:	
International Experience Location (*City, Country*):		Does your contact speak English?:	
Estimated Start Date:		If not, what language?:	
Estimated End Date:			

EMPLOYER/ ORGANIZATION INFORMATION	
Company/Organization Name:	
Employer Address (*City, Prov/State, Zip/Postal Code, Country*):	
Supervisor's Full Name & Title:	
Supervisors E-mail (*if applicable*):	
Employer Phone #:	
Employer Fax #:	
Does your supervisor speak English?	
If not, what language?:	

Required SFU Pre-Departure Forms (*upload into BIL*)	Completed Pre-Departure Forms Signed Risk and Responsibilities Form Airline ticket or travel itinerary (if applicable) Employment Contract/Offer Letter (if applicable)
Do you have extended medical coverage/insurance? *SFU students travelling abroad on Co-op activities are required to have travel insurance coverage before departure*.	☐ Yes ☐ No
Have you visited Canada's Department of Foreign Affairs, Trade, and Development (travel.gc.ca) - Travel Reports and Warnings website to do country-specific research?	☐ Yes ☐ No
Have you registered with Canadians Abroad? (Students that are Permanent Residents of Canada should also register)	☐ Yes ☐ No

If you are working in-person, have you followed up with your employer regarding their COVID-19 Safety Precautions? ***SFU students who are working in-person for their work term are required to read through the COVID-19 Safety Precautions in Module 3.***	Please initial here _____ to indicate you have read through and comprehend the COVID-19 Safety Precautions in Module 3. If you are working remotely, please disregard this.

PERMISSION TO RELEASE PERSONAL INFORMATION: If you anticipate that a family member or representative will be inquiring to SFU about your international experience, and you would like that person to have access to such information, we require your stated permission before any personal information is released.
For the period from today and the duration of my international experience, I hereby consent to the release of information concerning my program to the following person:

Name of Family Member:	
Relationship:	

☐ I do NOT wish to have the WIL office release any information about my international experience to any family member.

It is highly recommended that your i**nternational travel is registered** with the University. SFU has partnered with International SOS (ISOS) to provide the Travel Registry service using ISOS TravelTracker.

Your use of ISOS TravelTracker at Simon Fraser University is voluntary. Please be advised that the personal information you disclose to ISOS TravelTracker (name, citizenship, SFU ID, and program details) is stored on servers located outside of Canada. Storage of your personal information outside Canada means the information resides in a foreign jurisdiction and will be subject to that jurisdiction's laws. The data is stored indefinitely and privacy protection afforded by Canada's privacy laws will not apply. You may wish to review the ISOS TravelTracker privacy policy before using the service.
The information you provide to SFU via ISOS TravelTracker is collected under the authority of the Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c165) S. 26(c) and the University Act (R.S.B.C. 1996, c 468). It is related directly to and needed by the University to administer the Simon Fraser University Travel Safety Program. It will be used to administer your account, and may be used to locate and assist you in the event of an international incident with the potential to negatively impact you.
By choosing to use this service you consent to the disclosure of your personal information in this manner and for the purposes described above and to its storage outside Canada. If you have any questions about the collection, use or disclosure of your personal information please contact the Travel Safety Coordinator, Discovery 1 room 1300, 8888 University Drive, Burnaby, BC Canada V5A 1S6, +1 778 782 3560/srs_ts@sfu.ca.

☐ I do NOT consent to registering my international travel with ISOS TravelTracker

Student Signature:	
Date:	

SFU gathers and maintains information used for the purposed of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of British Columbia. In completing a permission to release personal information form, you should know that the information you provide, and any other information placed into your student record, will be protected and used in compliance with British Columbia's freedom of Information and Protection of Privacy Act (1992). The information on this form is collected under the authority of the University Act (RSBC 1979 c419) and is needed to process any documentation related to your academic program. The information will be used to verify any persons acting on your behalf with regards to your academic program. If you have any questions about the collection and used of this information feel free to contact the International WIL Coordinator at 778-782-2189.