INTERNATIONAL STUDENT EXCHANGE
INFORMATION
FOR WINTER TERM 2021

School of Urban and Regional Planning
I. APPROVED INTERNATIONAL ACADEMIC AGREEMENTS

The Ryerson School of Urban and Regional Planning has eight International Academic Agreements of Cooperation that allow student exchanges. Partner institutions include:

Environment and Planning Programme
School of Global Studies, Social Science and Planning
Royal Melbourne Institute of Technology
Melbourne, Australia

School of Natural and Built Environments
Division of Information Technology, Engineering and the Environment
University of South Australia
Adelaide, Australia

School of Urban and Regional Studies
Faculty of Development and Society
Sheffield Hallam University
Sheffield, England

School of Property, Construction and Planning
Faculty of Technology, Engineering & the Environment
Birmingham City University,
Birmingham, England

Faculty of Built Environment
Department of Urban and Regional Planning
Curtin University of Technology
Perth, Australia

School of the Built and Natural Environment
Glasgow Caledonian University
Glasgow, Scotland

School of Planning and Geography
Cardiff University
Cardiff, Wales, United Kingdom

Faculty of Architecture and the Built Environment
University of Westminster
London, England

List last updated: June 2019
All Schools are recognized and accredited by their respective professional planning associations: The Royal Town Planning Institute and the Royal Institute of Chartered Surveyors (UK) and the Royal Australian Planning Institute in Australia.

II. **SELECTION OF PARTICIPANTS**

Ryerson students will participate in the exchange during the Winter Term of their second year (PLAN04) of study. It is advisable for Ryerson students not to enrol in year-long courses beginning in the Fall Term (PLAN03). **Students must have a minimum 2.5 Cumulative Grade Point Average and an academic standing of CLEAR at the time of application, and maintain those standards in both Winter and Fall Terms prior to their departure in order to participate in an exchange.**

After selection, students will be required to sign a Conditional Acceptance Notification; an Agreement for Participation; Assumption of Risks, Responsibilities & Liability Waiver; and Emergency Contact Form.

III. **COURSE OF STUDY**

At the partner institution, Ryerson students take undergraduate courses in Planning or subjects similar to those required in their Ryerson program. These courses often include: Plan-Making Process; Issues and Consequences of Planning; Theories of Welfare and Spatial Development; Development Process; Housing Design and Development; Local Economic Development; Urban and Regional Structural Change; Environmental Policy; Property, Markets and Planning; and Planning, Politics and the State.

Course selection will be determined by the Agreement Managers at Ryerson and the partner institution.

Ryerson students will meet all course requirements, and follow all academic/non-academic policies and procedure of the partner institution.

IV. **IMPORTANT CURRICULUM ADVICE**

Please be aware that students participating in out-going exchange programs will miss instruction in some core technical skills offered in PLAN 04. It is the responsibility of the student to gain proficiency in these areas through self-study.

V. **AWARD QUALIFICATION**

The School of Urban and Regional Planning will make every effort to ensure that out-going exchange students who qualify for awards of academic merit at Ryerson are considered and/or nominated for these awards. However, in cases where the exchange school cannot provide official copies of grade reports to the Urban Planning exchange manager before the deadline date of these awards, it may not be possible to put forth the name of a student who is away on
exchange. Exchange students should also carefully check the criteria of awards and scholarships to ensure that they will qualify if they are away on exchange for one term.

VI. **ADMISSION AND CREDIT CERTIFICATION**

Ryerson students will be enrolled as full-time students at the partner institution. Transcripts will be provided upon successful completion of the required work. Credit will be given for all courses that would have been part of the students’ Year Two (PLAN04) course of study at Ryerson.

VII. **REGISTRATION**

Each student will be registered in PLAN04 required planning courses and pay full fees at Ryerson. The partner institution will waive tuition fees for exchange students. Although students are not registered in elective courses at Ryerson, credit will be granted upon return. While at the partner institution, Ryerson’s School of Urban and Regional Planning will work with students to ensure they are pre-registered (usually by email/electronically) in appropriate courses for PLAN05. It is advisable to check the Ryerson Calendar to assist in pre-registration process.

VIII. **HOUSING, BOOKS AND SUBSISTENCE COSTS**

Each student is responsible for his/her housing, health services (there is mandatory health insurance for exchange students attending Australian universities), books, equipment, travel, and subsistence. Most partner institutions have university-based housing and will help Ryerson students to secure appropriate accommodation.

Costs of attending partner institutions are comparable to those incurred at Ryerson. Students often spend more, however, on travel both to/from and within their partner countries.

IX. **EMPLOYMENT**

Students should check with each individual country’s embassy or consulate to determine work permit conditions for the relevant country.

X. **STUDENT VISAS**

The responsibility for obtaining a student visa for the relevant country lies with the outgoing student. Obtaining the correct immigration documentation may take several months depending on individual country requirements. Ryerson students can contact the International Services for Students Office (3rd Floor, Jorgenson Hall, JOR 302, Phone 416 979 5000 ext. 6690) for written instructions concerning individual country procedures and contact addresses.
XI. FINANCIAL AID

Ryerson participants who are eligible for and in receipt of OSAP assistance while studying at Ryerson may also be eligible for assistance while participating in any of the international exchange programs providing appropriate procedures are followed. Exchange students should inform the School as early as possible about any financial assistance program they may be participating in.

When applying for OSAP, students are advised to indicate clearly on their OSAP application their intent to study through an international exchange program, including the name of the partner institution involved. They should also advise the Financial Aid and Awards Office of their intent as soon as they are aware of the exchange possibility, particularly if this occurs after the submission of their OSAP application.

For OSAP purposes, costs for the exchange component are the same as the regular program of studies.

With respect to the start and end dates, the Ministry takes into consideration the first day of classes and the last day of exams. Consideration is NOT given to registration or orientation week, early student arrival to investigate accommodations or special language courses taken prior to the start of the academic term unless they are incorporated into the official start and end dates published in exchange institution's annual calendar.

Students applying for government student assistance from other provincial/territorial jurisdictions must ensure that both the appropriate government agency processing their application and Ryerson’s Financial Aid and Awards Office are informed of their intent to participate in an international exchange program.

As government loan documents often arrive after a student has left the country, all exchange students are required to complete a “Direction of Authorization” form authorizing a third party to negotiate the loans on his/her behalf. Typically, the third party should be a resident in the Toronto area and able to conduct required transactions in-person with the Office.

Students should also ensure that their designated third party is fully informed about the status of their government loans and any other related responsibilities that might be requested by Ryerson and/or the negotiating bank.

It is understood that any Ryerson tuition fee balances or Student Services short-term loan balances not fully paid prior to the release of government loan documents will be deducted directly from the loan documents at the time of negotiation.

Students are advised that government funding for international student exchange programs will not cover any additional costs incurred as a result of exchange (i.e. air flights, higher living costs, etc).
XII. SCHOLARSHIP FUND

The “Todd Hesselink International Exchange Memorial Award” is offered to one or more full-time undergraduate student in Urban and Regional Planning and participating in the Ryerson University International Exchange program. Detailed criteria and guidelines (including how to apply) can be obtained by contacting the School of Urban and Regional Planning.

XIII. RYERSON HEALTH CARE

All outgoing exchange students are required to arrange for their own health and other insurance. Staff at Ryerson’s Health Centre will provide guidance concerning individual health and medical requirements, and the selection of appropriate health insurance coverage.

Ryerson students with OHIP coverage are required to notify OHIP that they will be studying outside Canada as a student exchange participant. (See OHIP Notification letter). Other provincial plans may also have notification requirements. Out-of-province students may contact the Health Centre for assistance.
Application Deadlines (Late applications are not normally considered)

Winter 2021 Departure: January 17, 2020

Submit all materials to your Exchange Manager. If you move or change your email address after submitting your application, you must immediately notify your Exchange Manager. We suggest that, prior to applying, you obtain a Windows based email address (e.g. Hotmail, Canada.Com, Yahoo, Eudoramail). If we are unable to contact you, you will not be allowed to participate in the exchange program.

There are two sets of application forms. School of Urban and Regional Planning application forms are available on the SURP web site: www.ryerson.ca/surp. Ryerson University forms can be found on-line by going to www.ryerson.ca/gointernational.

The Application Process

Your Exchange Manager is: Dr. Raktim Mitra
Tel: 416 979 5000 ext. 2272 Fax: 416 979 5357
Email: raktim.mitra@ryerson.ca

Stage 1 - Initial Application

- Complete the applications and return them to your Exchange Manager. All sections of the applications must be completed. This is a lengthy process, but note that BEFORE you press ‘submit’, print a copy of the on-line application for your Exchange Manager. You should also submit a hard copy of the SURP application (together with supporting documentation) to the Exchange Manager. Personal interviews may be part of the application process – if you have been selected for an interview, you will be notified.
- Your application will be evaluated and you will be informed by the exchange manager of conditional acceptance or rejection by mid-March 2020 for Winter 2021 departure.
- Exchange opportunities are limited and awarded on a competitive basis, subject to availability. An application does not guarantee that the student will be selected.
- Students must have a minimum 2.5 Cumulative Grade Point Average and an academic standing of CLEAR at the time of application, and maintain those standards in both Winter and Fall Terms prior to their departure in order to participate in an exchange.
- Students who are in a Required To Withdraw status in the academic semester prior to or concurrent with their departure will not be allowed to participate in an exchange.
- Students may only undertake one academic exchange (maximum 2 terms) per academic program.
- Contact with the host university can only be made through the Exchange Manager and not by the student directly.
- Bursaries may be available – contact the Exchange Manager for more details.
Stage 2 - Host Institution Approval and Course Selection

A. Student receives conditional approval

- If you are selected, your school’s Exchange Manager will nominate you for the exchange program and forward your application and supporting information to the host university for approval. Depending on the geographical location and method of communication, approval by the host institution will take several months.

Remember, you are not officially accepted for the study abroad program until we receive approval from the host institution. Your acceptance is still conditional until grades for your semester prior to departure are received and accepted by the exchange manager. **Students are advised not to spend money on any exchange-related expenses before receiving FINAL approval. Ryerson is not liable for exchange costs regardless of when they are incurred.**

B. Student receives final approval

- Exchange students pay tuition fees as normal to Ryerson and not to the host university.
- Ryerson will charge exchange for a full course load during the term that the student is away on exchange.
- Students are solely responsible for paying room and board, airfare, and all other exchange-related expenses.
- Before leaving on exchange, students will be asked to select courses from the host institution and have these choices approved in writing by their exchange manager. Note however, that some courses may not be available upon arrival at the host institution. While Ryerson University is not responsible for host institution course changes or cancellations, the Exchange Manager will work with students to help them make new selections to the best of their ability.
- In some circumstances, students may be required to catch up on any missing portions of course material upon their return. This applies to courses requiring pre-requisites. Please check with your Exchange Manager.
- Grades for courses taken on exchange will appear on Ryerson transcripts as either pass or fail credit (“CRT”) or as numerical grades.
- Students will be required to attend an orientation session and sign both an **Assumption of Risks, Responsibilities and Liability Waiver form and an Emergency Contact Information & Release of Information Form** before leaving on exchange. Crucial exchange information is given out in these sessions. **Failure to attend the orientation session will result in the cancellation of your participation in the exchange.**

C. PLEASE NOTE

- If a student’s academic status changes prior to departure, he/she must contact the Exchange Manager immediately.
- Cancellation insurance is highly recommended but will only cover certain circumstances. Be sure to inquire about this when purchasing a ticket.
Stage 3 - Pre-departure Preparation

- You are required to attend all pre-departure programming activities organized by Ryerson International (tel: 416 979 5000 ext. 6679) or email (sdeeb@ryerson.ca). Currently all activities for pre-departure are free. Failure to attend will result in the cancellation of your participation in the exchange.

⇒ Departing for the Winter term

This session is usually held on the Saturday following Thanksgiving weekend, 2pm-8pm (dinner included). Location of the afternoon session is the Rogers Communication Building RCC 204.

- You are also expected to research your host country and prepare yourself for your trip. Participants are responsible for all incurred costs, such as: airfare, travel documents, applicable visas, applicable vaccinations, and other health tests, supplementary health insurance, accommodation and other incidental expenses.
- Participants are expected to arrange their own travel documents, such as plane tickets, health insurance and vaccinations.
- Students may be required to obtain visas, police clearance, health documents, etc. Please check with the local consulate or embassy in Ottawa and/or check the web pages: www.ryerson.ca/gointernational under Study Abroad section’s country specific information. The cost of obtaining these documents is the sole responsibility of the student.
Section 1 - Personal and Academic Information

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<tr>
<th>Name:</th>
<th>I.D. #:</th>
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<td>Local Address:</td>
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<td>Email (non-Ryerson email address):</td>
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<tr>
<th>Program/Faculty:</th>
<th>Level/Year:</th>
<th>Minor (if applicable):</th>
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<tr>
<td>Cumulative Grade Point Average:</td>
<td>Yes</td>
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<td>□ Canadian citizen/permanent resident</td>
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<td>□ Visa student</td>
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<td>Expected date of graduation:</td>
<td>Any special needs*</td>
<td>Yes</td>
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Do you receive student loans? Yes | No |
If yes, from which province? (This will not affect your exchange application)

* to be discussed with Exchange Manager.

Section 2 - Choice of Host Universities

I wish to be considered for: (list three, in order of choice). Also indicate the semester (Fall or Winter and year) as available for your program at the proposed institution.

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<th>UNIVERSITY</th>
<th>SEMESTER</th>
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Section 3 - Academic and Personal

Please consider very carefully and then answer the following questions. You may either answer in the space provided or write a 1-2 page essay addressing the following:

1. What are your personal and academic reasons for applying for the exchange program?

2. Why have you selected these three schools?

3. What qualities and experiences do you have that will help you adapt to a new culture and academic environment?

4. What extracurricular activities have you been involved in over the past two years (e.g. jobs, student organizations, volunteer)?

5. In what languages other than English are you prepared to study and to work? Please explain your level of written and oral fluency, how you obtained that facility, and list any secondary, short, or university courses you have taken or are taking in other languages.
STUDENT NUMBER: ____________________________________________

Section 4 - References

Please attach a minimum of two reference letters, (one of which should be from a faculty member from your program, and the other from a non-family member).
Name your references below:

1. ___________________________________________ 2. ____________________________________________

Section 5 - Declaration

I have read and understand all instructions and information related to this application. I give permission for my program staff to access my academic record and forward this information to the host university upon request for the purpose of evaluating my application.

All information provided in this application is true and complete

_____________________________________________  Date__________________
Signature of applicant                          D     M     Y

STUDENT NAME: ____________________________________________
Appendix I - Course selection (to be completed after conditional acceptance is granted)

List the courses you wish to take while on exchange. Contact your Exchange Manager to determine the number of courses and required course matching process for your department.

Make sure you select only courses given in the semester you have chosen. Please include alternative courses. Flexibility in your academic program choice is a must when studying on exchanges because changes will inevitably occur after your arrival at the host institution.

Course selection approval will only be given once the student has met with the Exchange Manager.

Host Institution Name: ___________________________________________________

<table>
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<tr>
<th>Ryerson required courses for exchange term(s)</th>
<th>Course code</th>
<th>Host institution equivalent course</th>
<th>Course code</th>
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Alternatives:
Dear Sir/Madam,

Re: OHIP#__________________________________

Please be advised that I will be participating in an Official Student Exchange Program between Ryerson University and ______________________________ for the period __________to __________. During this period, I will be studying outside Canada for credit towards my Ontario university degree.

It is my understanding that my current OHIP coverage will remain in effect throughout the duration of my study abroad period. I will also be purchasing additional medical insurance for this period through a private carrier.

Please notify me at the above address if any change in OHIP policy results in the discontinuation of my current OHIP coverage.

Thank you.

Sincerely,
School of Urban and Regional Planning

Name of Exchange Program

CONDITIONAL ACCEPTANCE NOTIFICATION
FOR OUT-GOING STUDENTS

Dear _Name of Student_,

The School of Urban and Regional Planning is pleased to extend to you an offer of acceptance for participation in the _Name of Exchange Program_ for the period _start date/end date_ conditional upon your signing and submitting the attached documents.

Please review the attached forms “Agreement for Participation” and “Acknowledgement of Responsibility & Liability Waiver”. If you are in agreement with the terms and conditions of your participation, as specified in each document, please sign both where indicated and return them to my office by _acceptance date_. Because each document carries with it legal consequences, I recommend that you read both carefully to ensure that you fully understand their terms.

Further information concerning your participation in the exchange program will be provided to you following the return of these documents.

Sincerely,

Agreement Manager

Please note:
(a) Students who are eligible for and in receipt of OSAP and other provincial/territorial government assistance while studying at Ryerson may also be eligible for assistance while participating in a Ryerson international student exchange program. Students must contact the Financial Aid and Awards Office as soon as possible for information regarding appropriate procedures.
(b) Students are responsible for all fees payable as outlined in any Ryerson Residence Contract that has been signed, including termination of residency penalties. Participation in a Ryerson exchange does not exempt from such fees. Contact the Manager, Student Housing Services for information.
I, ____(Name of student)____, in consideration of my being accepted by Ryerson University (“Ryerson”) for participation in the School of Urban and Regional exchange program with ____(Name of partner institution)____, for the period ____(Dates)____, hereby acknowledge and agree with Ryerson as follows:

1. I shall be and remain responsible for and will pay full-time student tuition fee charges for the duration of the exchange program to Ryerson. I understand that students with outstanding tuition, ancillary and residence fees are deemed ineligible for exchange program participation. I accept that, if I do not complete my study period at the partner institution, tuition fee refunds, if any, will be determined, and are at the discretion of, Ryerson’s Student Fees Office/Finance Department.

2. I shall be and remain responsible for and will pay all fees payable as outlined in any Ryerson Residence Contract that I have signed, including early termination of residency penalties.

3. I will not be required to pay tuition fee charges at the partner institution, as defined by the partner institution, for the duration of my participation in the exchange program. I will pay, if required, any ancillary fees or charges levied by the partner institution, as defined by such institution. I accept sole responsibility for payment of all other expenses, which, without limitation, shall include travel expenses, medical and other insurance, accommodation charges, including accommodation during holiday periods, common room fees, and study materials including books and computer resources. I accept sole responsibility for payment of all debts incurred by me while a participant on the exchange program.

4. I accept full responsibility for ensuring all course approvals are obtained, including approval of course changes.

5. I agree to take such courses and classes, and undergo such examinations and tests, as required by the partner institution and Ryerson. I acknowledge that Ryerson has not represented to me or given any undertaking that students of Ryerson participating in any exchange program will be able to obtain the credits required for a particular program year. I further acknowledge that Ryerson shall not be responsible for ensuring the availability of
course offerings at exchange partner institutions or for the disruption of studies at such institutions for any reason beyond Ryerson’s immediate control.

6. I acknowledge that, as an exchange participant, I will be acting as an unofficial ambassador of Ryerson and its School of Urban and Regional Planning and in such capacity, will conduct myself in strict accordance with Ryerson’s Student Conduct Code and also in compliance with the policies and procedures of the partner institution to which I am assigned.

7. I will inform my program department immediately if I am unable to take part in the exchange program after having signed this Agreement.

8. I agree to participate in compulsory Pre-departure Orientation and Post-Return Debriefing and Evaluation programs and to assist in the promotion of the exchange program as requested by the Ryerson Agreement Manager.

Participant Name: ________________________________
Signature: ________________________________________
Address: _________________________________________
Telephone: ________________________________________
Date: ____________________________________________
Assumption of Risks, Responsibilities and Liability Waiver
For Study/Work Abroad Programs, Field Trips, Student Exchange Programs, Internships, Clinical Placements and Practicums

WARNING! BY SIGNING THIS LEGAL DOCUMENT, YOU GIVE UP CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT TO SUE

In consideration of being permitted to conduct study at

__________________________________________________________________________

by______________________________________________, Ryerson University at Toronto, Ontario,
(Ryerson Faculty/School/Department Name)

I agree as follows:

ASSUMPTIONS OF RISks
I understand that participation in a Ryerson University (“Ryerson”) study/work abroad program, field trip, student exchange program, internship, clinical placement or practicum (the “Program”) will take me away from campus for an extended period of time. During this period, I understand that I will be in unfamiliar surroundings and will be exposed to risks to my person and possessions.

I understand that I may suffer physical injury, sickness or death, or damage to or loss of my property as a result of my participation in the Program; and that there is a possibility of violence and crime, war, terrorism, civil unrest, homesickness, and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand that Ryerson may not be able to ensure my safety at all times from such risks and dangers.

ASSUMPTIONS OF RESPONSIBILITY AND INDEMNITY
I understand that it is my responsibility: to abide by all applicable Ryerson and host institution policies, and host country’s laws; to ensure that I have adequate medical, health, life, insurance coverage; and to protect of my person and possessions. More particularly, I understand that Ryerson does not carry any insurance for my benefit.

I also understand that there may be certain matters for which I could be held at fault personally depending on the host institution’s policies and the host country’s laws. In these cases, I agree to be accountable in all respects for my own actions and not to ask Ryerson or its employees to accept the consequences thereof; further, I agree to indemnify and hold harmless Ryerson regarding any damages it suffers as a result of any claims arising such actions.

I recognize that Ryerson will not supervise any of the host institution's academic programs, living arrangements, or extracurricular activities during my participation in the Program.

I understand that, while abroad, my activities could jeopardize the safety of local hosts or host institutions, or both. I will not knowingly participate in any activity, including political activity, which might endanger either party.

I acknowledge that while Ryerson, through the offices of the Government of Canada, will endeavour to assist it students abroad in the event of war, terrorism, or local or general civil unrest or emergency or health risk or disruption in the host country, Ryerson will not be responsible for my safety or well-being or any consequence of my detention or my inability to leave the host country and return to Canada.

I understand that Ryerson, through its appointed officers, can require my withdrawal from the Program, for reasons of illness, risks within the host country, or conduct unbecoming a Ryerson student and that in such circumstances, Ryerson shall be the sole arbiter in any determination concerning my withdrawal, which shall not be subject to any appeal or review, notwithstanding any procedural or other Ryerson rules to the contrary.

LIABILITY WAIVER AND INDEMNITY
I hereby release, exonerate and discharge and agree to hold harmless Ryerson, its officers, agents, employees and students, from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer, as a result of my participation in the Program due to any cause whatsoever including, but not limited to, negligence, breach of contract or breach of any statutory or other duty of care, including any act, omission or negligence of Ryerson, its faculty, staff or other students; delay, expense resulting from events beyond their control, acts of God, war, terrorism, local or general civil unrest or emergency or health risk, sickness, transportation,
scheduling, arrangements or accommodations, the failure or restriction of any private or public service or business, and government restrictions or regulations and any and all expenses which I may incur while participating in the Program.

I acknowledge that Ryerson is unable and unwilling to accept for any loss, damage, injury or expense suffered, sustained or incurred by me while I am a participant in the Program and that my participation is subject to this condition and I hereby assume responsibility for any such loss, damage, injury or expense.

I acknowledge that I have been advised by Ryerson of the risks and dangers related to the Program by participating in a pre-departure workshop. At the pre-departure workshop, I will receive/ or have received the Ryerson Ready, Set, Go Workbook outlining these responsibilities. I will continue to inform myself of the risks of traveling to and residing in my host country by reviewing the Department of Foreign Affairs website: www.voyage.gc.ca

In consideration of my being by Ryerson to participate in the Program, my signature below is given voluntarily in order to indicate my understanding of these realities and my acceptance of this agreement and that I have had full opportunity to review this agreement with my legal advisor(s).

This agreement is effective for the period of time that I will be participating in the Program. I understand that this agreement cannot be modified except in writing signed by Ryerson and that no oral modification or interpretation shall be valid. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns.

I appoint the following person my Designated Next of Kin and authorize Ryerson to contact that person for or with information about me in my absence. I have fully informed my designated Next of Kin regarding all aspects of my proposed Program including the nature of any possible risks and the content of this agreement.

CONSENT TO USE OF INFORMATION
I hereby consent to the collection, use and disclosure of personal information by Ryerson for the purpose of facilitating any of Ryerson's acts or communications which Ryerson considers reasonably necessary as a result of my participation in the Program or any events related thereto.


Student/Staff/ Faculty Name:______________________________________ Faculty Number: _____________

(Please print)

Permanent Address:____________________________________________________________________________
(street, city, province, postal code)

Permanent Telephone: (____)__________________ E-Mail: ____________________________________________

Current Address:______________________________________________________________________________
(if different from Permanent Address)

Designated Next of Kin: ___________________________ Tel. Number: ____________________________

____________________________________________________________________________________
(Signature of Participant) (Witness as to Signature of Participant)

Date: ___________________ Date:__________________
SECTION ONE: EMERGENCY CONTACT INFORMATION

A - PERSONAL DATA
This form will be placed in your file. In the event that you must be evacuated for medical purposes, we will have medical background information for the doctor. PLEASE NOTIFY YOUR PHYSICIAN TO RELEASE INFORMATION IN CASE OF EMERGENCY TO CANADIAN GOVERNMENT AUTHORITIES OR TO RYERSON.

1. Name: _____________________________________________
2. Date of Birth: (dd/mm/yy) ______________________________
3. Passport Number: _____________________
   - Canadian  Other Nationality: ______________
     Date of Issue: __________________________________
     Date of Expiry: __________________________________
     Place of Issue: ___________________________________
4. Dates that you will be abroad: _________________________________________

B - MEDICAL BACKGROUND

1. Are you currently on medication? (What type?)

2. Do you have any allergies to any medication?

3. Do you have any food or other allergies?

4. What is your blood type?

5. Medically, is there any information you can think of that would be necessary before hospitalization? Please be specific.

6. Voluntary Disclosure(s): Please include any other information, not covered on this form, which may be helpful in providing assistance to you in the case of an emergency. (ie. Learning disability etc.)
C - EMERGENCY CONTACT(S)

Contact One
Name and relationship: ______________________________________________________
Address and postal code: _____________________________________________________
Tel. no. with area code (Home): ________________________________
   (Office): _______________________________________________
Email: _______________________________________________________

Contact Two
Name and relationship: _____________________________________________________
Address and postal code: _____________________________________________________
Tel. no. with area code (Home): ________________________________
   (Office): _______________________________________________
Email: _______________________________________________________

I have informed my Emergency Contact(s) about this designation and regarding all aspects of my proposed study/work abroad program including the nature of any possible risks.

Signature: _____________________________________
Date: _________________________

SECTION TWO: PERMISSION TO RELEASE INFORMATION

It is often helpful for students going on a study/work abroad program to have contact with students who are currently studying/working or have previously studied/worked overseas. With your permission, we will release contact information about you to other interested parties.

I agree to allow the following information to be released to interested parties
(please initial in the spaces provided):

□ my name
□ my permanent phone number
□ my e-mail address at Ryerson
□ my overseas mailing address
□ my e-mail address while on study/work abroad
□ my permanent mailing address

Student/Staff Number: ______________________________

Signature: _____________________________________  Date: ________________________
Also, participants often send letters or e-mails to Ryerson’s staff giving details of their experience while on study/work abroad. If we may share the content of these messages with other interested parties, **please state this clearly in the letter or e-mail.**

Please note that it is your responsibility to maintain contact with your family and friends. However, if you wish us to contact anyone on your behalf or if you wish us to be able to release academic or personal information about you to particular individuals, please inform us in writing including their names(s), address(es), contact numbers and the type of information that we can release. In an emergency we will contact the person(s) whose name(s) you provided in the **Emergency Contact Section.**

All academic information is kept confidential according to Ryerson University’s Policies and Procedures