

**TRAVELLING TO
CANADA:**

**A CATA MEMBER
TOOLKIT**



Presented by:



TRAVELLING TO CANADA

The Canadian Athletic Therapists Association has prepared this toolkit for CATA members who are considering studying, volunteering, or working in Canada.

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INTRODUCTION



The intention of this welcome toolkit is to provide resources and guidance to international students and visitors who are interested in pursuing working, volunteering, or learning activities in Canada.

The tips, information, guidelines, and processes outlined in this toolkit are based on best practices and policies as suggested by national organizations and institutions. Use this toolkit as a reference guide only.

This toolkit will provide first steps and general tips for studying, volunteering, and working in Canada. This toolkit will also provide general tips and resources for travelling to Canada.



STUDYING IN CANADA

First Steps

- Start planning at least a year ahead of your desired departure date.
- Determine where you would like to study or complete your practicum.
- Determine if you would like to travel individually or as part of a group.
- Discuss with your faculty and/or program advisor about the feasibility of completing a study or practicum abroad program.
- Contact your university's international student affairs office to explore international opportunities and funding possibilities. They might also be able to put you in contact with individuals who specialize in studying abroad.
- Create a cover letter and resume to send to the study abroad program director or practicum site. It will be extremely important to make a good first impression; therefore, be professional and have 2 to 3 faculty/mentors/family/friends review it prior to sending.
- Make initial contact by emailing a PDF copy of your cover letter and resume.

NOTE: Completion of a Canadian program may provide you with valuable experience but may not be feasible based on your program as you may be required to take time off, delaying graduation from your program. Therefore, compare the benefits and determine if you will be able to receive course credit for your study/practicum abroad program.

NOTE: If you are planning on graduating from a Canadian institution, the International Arrangement only allows graduates from approved partner accredited institutions to take the CATA National Certification Exam.

STUDYING IN CANADA

General Tips

- After making initial contact, discuss your timeframe and determine if the opportunity is feasible. Keep in mind, different countries have different academic calendars and sport seasons.
- Create a syllabus (studying abroad) or list of expectations (practicum). Share this with your host site and discuss the feasibility of accomplishing your personal and professional goals.
- Register your travel with your institution. All institutions will have a process of obtaining formal agreements to secure your study or practicum abroad program. Ensure that these documents meet institutional standards and can secure your placement.
- Review your institution's international travel policies.
- Determine the cost of your program and create a budget. Things to include:
 - Travel tickets (air, train, ship)
 - Accommodations
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Research funding possibilities such as scholarships, bursaries, loans, fundraising, family.
- Research your destination to avoid culture shock – read a book, watch a documentary, enroll in a course.
- Reach out to students, faculty, or alumni who have visited your country of interest.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.

STUDYING IN CANADA

Canadian Accredited Athletic Therapy Programs

CATA grants accreditation to Athletic Therapy programs at post-secondary institutions that help prepare students to work in the Athletic Therapy profession. Educational programs are eligible for accreditation if the post-secondary institution is a member of the Association of Colleges and Institutes Canada or is Universities Canada accredited and meets the standards for education in athletic therapy as stated in the CATA Standards for Accreditation.

For more information on CATA Accredited Athletic Therapy programs please visit the CATA website.



VOLUNTEERING IN CANADA

First Steps

- Start planning at least a year ahead of your desired departure date.
- Determine where you would like to volunteer.
- Determine if you would like to travel individually or as part of a group.
- Check with your university's international student affairs office to explore volunteer opportunities.
- Contact the volunteer organization.

General Tips

- Use a reputable agency or non-government organization. Do not trust web-based volunteer agencies unless you have done your due diligence and have verified the information yourself.
- Check for accreditations and memberships the organization may have with another group.
- Check the profiles of the people involved in the organization: sponsors, management, staff, contact persons.
- Ask yourself:
 - Why would I like to work with this organization?
 - Is the work carried out by the organization what I thought it was?
 - Is this the only kind of work or service this organization carries out?
 - What can I learn about the country and area where the organization is?
 - Does the area suit the organization's activities?

VOLUNTEERING IN CANADA

General Tips

- Contact the references you found while researching the organization and ask them for a profile of the organization you are choosing.
- Ensure you have a signed contract in place to secure your volunteer program.
- Create a budget and be sure to include:
 - Travel tickets (air, train, ship)
 - Accommodations
 - Organizational fees
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Reach out to students, faculty, or alumni who have also volunteered with this organization.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.



WORKING IN CANADA

First Steps

- Start no less than a year prior to your desired departure date.
- Determine where you would like to work.
- Use personal network connections or resources on the Canadian Athletic Therapists Association or World Federation of Athletic Training & Therapy website.
- Decide if this is a paid or unpaid internship. In many instances, there are job internships and experiences that are unpaid. This experience might be viewed as a good opportunity to gain knowledge in your field. Weigh the pros and cons.

General Tips

- After making initial contact, discuss your timeframe and determine if the opportunity is feasible.
- Ask the following questions:
 - Are in-person interviews required for the position?
 - What are the work requirements for this country?
 - Does your employer provide visa support/sponsorship as part of your contract or stipend?
 - Is there any type of training provided or required before departure and upon arrival into the country?
 - Will your employer provide travel insurance, work insurance, and/or liability insurance?
 - If this is an unpaid internship or job experience, ask if your employer can provide a small stipend to cover living expenses.

WORKING IN CANADA

General Tips

- Create a budget and be sure to include:
 - Travel tickets (air, train, ship)
 - Accommodation
 - Work visa
 - Living expenses (food, necessities)
 - International insurance
 - Leisure/sight-seeing
- Reach out to students, faculty, or alumni who may have worked with this employer.

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.



TRAVELLING TO CANADA

Pre-Departure Tasks

- Passport basics – it can take several months to apply for a passport. Apply ahead of time if you do not have one or it needs to be renewed.
- Visa basics – Obtain visa information for the country to plan to visit. Ask the following:
 - Do I need a visa?
 - What type of visa do I need?
 - How much will the visa cost?
 - How long will it take for my visa to arrive?
 - Will I require a transit visa (for a layover or travel through another country on the way to my destination)?
 - What timeframe is my visa acceptable (for example, some visas will be accepted no less than one month and no more than three months prior to the start of the study abroad program)?
- Travel Health basics – schedule a travel consultation at least 6 – 8 weeks before your departure.
 - You may require immunizations – many of which are given in a series over time.
 - Make sure to discuss vaccinations, travelling with medication, and other health concerns for the destination.

TRAVELLING TO CANADA

Pre-Departure Tasks

- Travel health insurance coverage basics – determine if your health insurance plan covers you while you are in Canada. If you do not have insurance or have incomplete coverage, consider purchasing international travel health insurance. You may wish to ask:
 - Will the plan cover hospitalization for accidents and illness for the entire period I'm in Canada?
 - Will the plan cover doctor visits and medications?
 - Will the plan cover care for pre-existing conditions?
 - Is there a deductible? How much?
 - Is there a dollar limit to the amount of coverage provided?
 - What are the procedures for filing a claim for medical expenses abroad? Do I pay up front and then get reimbursed?
 - What if I don't have enough money to pay cash up front?
 - When does the plan begin and end?
 - What do I use as proof of international medical coverage?

Useful Resources

A list of useful resources can be found on the International Certification page on the CATA website.

THE INTERNATIONAL ARRANGEMENT

The International Arrangement was developed to ensure comparable best practices, quality education, professional standards, and the opportunity for CATA members to be more mobile between partner countries. IA partners have developed this process with the recognition that organizational autonomy is vital to its success.

Each International Partner has outlined specific requirements that must be met before a certification examination can be taken. Please refer to the International Arrangement on the CATA website for more details.

Currently, our International Partners include:

