



Checklist for outgoing KMD exchange students

UiB has two annual application deadlines for outgoing exchange: 1 February (for exchanges during the fall semester/academic year) and 1 September (for exchanges during the spring semester).

Please note all outgoing exchange students must submit an internal application to UiB within these deadlines! Use the online application platform [Søknadsweb](#).

Before making the final application to the host university

- You must be nominated by KMD before you can start the application process
- Check if the application is filled in correctly and completely with the required signatures
- Make sure you have all the required attachments

After submitting the application and before you receive an admission letter

- Investigate travel alternatives
- Check if any vaccines are required
- Check if a visa is needed

After receiving an admission letter from the host university

- Accept the offer and return any requested forms to the host university
- Notify the KMD international coordinator about your decision
- Apply for [a preliminary approval of studies abroad](#)
- Arrange housing
- Apply for a visa - remember a valid passport!
- Book your flight/train tickets
- Make sure you have a valid travel insurance (in addition to the European Health Insurance Card)

Before you leave

- Pay the UiB semester fee and complete the semester registration
- Register information about your next of kin in the [Studentweb](#)

While you're abroad

- Register your semester address in the [Studentweb](#)
- Check UiB webmail frequently

Towards the end of your stay/upon return to UiB

- Submit a report from the exchange period at www.uib.no/studentrapport (Erasmus students must also submit a separate Erasmus report)
- Apply for [a final recognition](#) of studies abroad once you have received your transcript
- Fine Art and Design students: carry out a semester assessment, if needed (by agreement with the main tutor/program coordinator)

For more information, see <https://www.uib.no/kmd/111762/reise-på-utveksling>