



Checklist for outgoing KMD exchange students

UiB has two annual deadlines for outgoing exchange applications:

- 1 February - for exchange during the **fall semester** or **entire academic year**
- 25 August - for exchange during the **spring semester**

All outgoing exchange students must submit an **internal application** to UiB by these deadlines, and you must wait for a response before proceeding with the process.

Before applying to the host university:

- You must be **nominated by KMD**. Nomination means KMD recommends you as a candidate.
- Ensure your application is **accurately and fully completed**, including all required **signatures**
- Double-check that you have included **all necessary attachments**

After submitting the application (before admission letter):

- Explore **travel options**
- Check if any **vaccinations** are required
- Find out whether you need a **visa**, and what the requirements are

After receiving the admission letter:

- Accept the offer and return any requested forms to the host university
- Notify the **international coordinator at KMD** (exchange-kmd@uib.no) that you have accepted the offer
- Apply for [a preliminary approval of studies abroad](#)
- Arrange **housing**
- Apply for a visa – make sure your **passport is valid**
- Book your **travel tickets**
- Purchase **travel insurance** (in addition to the European Health Insurance Card)

Before departure:

- Complete your **semester registration** in [Studentweb](#) and pay the **UiB semester fee**
- Register your **next of kin** information in [Studentweb](#)

Please note that while on exchange, you do not have access to:

- **tutoring** at KMD
- a **studio space** at KMD (you must clear your workspace before departure)
- **teaching resources** at KMD
- **storage facilities** (KMD cannot store personal belongings during your exchange)

You will keep access to KMD campus, including library and workshops where you have completed HMS training. Access to tutoring, studio space, and courses will resume in the semester after your exchange.

While abroad:

- Register your **semester address** in [Studentweb](#)
- Check your **UiB email** regularly

Towards the end of your stay/upon return:

- Submit a **report** about your exchange experience at uib.no/studentrapport (Erasmus students must also submit a **separate Erasmus report**)
- Apply for [final recognition](#) of your studies abroad once you receive your **transcript**

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