

PERSONAL DECLARATION PRIOR TO TRAVELS ABROAD

This form is to be filled in and signed before departure and to be handed in to your administrative coordinator at UiB. If necessary, use the back of the sheet for details on addresses and telephone numbers. The form will be used in order to give you the best possible support in a situation of crisis or possible crisis. It will be filed at the Division of Academic Affairs, and will be disposed of after your travel abroad.

Personal information

Family name	Norwegian ID-number (incl. date of birth)	
Given name	Passport number	Citizenship
E-mail address (valid during the travel abroad)	Mobile phone or other telephone number	

Travel Abroad

Dates of departure and return
Purpose (field work, conference, student exchange, excursion etc.)
Administrative coordinator for your travel abroad (at UiB)
Study programme and faculty (at UiB)
Host institution abroad (university, department, research centre etc.)

Place and Telephone Number Abroad

Country	
City/province	Postal code
Detailed address abroad	
Mobile phone and/or other telephone number abroad	

Please keep your administrative coordinator at UiB updated on your itinerary, incl. detailed address and telephone numbers abroad.

Emergency Contact Information (preferably relative)

Name(s)		Relationship to you
Street address	Postal code	City and country
Telephone number (daytime)	Telephone number (at home)	Mobile phone number
E-mail address		

Travel Insurance

Insurance company
Insurance number

I acknowledge that in case I chose not to purchase any private insurance for my period abroad, I will be personally responsible for covering any extra costs due to illness, accident, evacuation or repatriation, as well as other extra ordinary incidents.

- I am aware that I am responsible for updating the University of Bergen concerning my contact information whilst abroad. At the same time, I do know that I may contact the university if I need help while abroad.
- I certify that my emergency contact person is informed about my plans, and about UiB keeping and using his/her emergency contact information if anything should occur.
- I acknowledge that it is my responsibility to comply with the laws and regulations in the country where I am travelling, as well as at the institution where I shall study. I acknowledge that I am responsible for keeping myself updated concerning the security and safety situation in the country and follow advice from the local authorities as well as from the university in case of a serious security or safety situation.
- I acknowledge that in many countries students are asked to register at their country's nearest embassy for longer stays.
- I am aware of the fact that there is a risk connected to travels abroad, and I acknowledge that the University of Bergen cannot be held responsible for incidents that may occur while abroad.

Date

City

Signature

