



# Travel Insurance Process for Exchange and Study Abroad Students

## Documentation Management

### Document Record

Maintained by:	Academic Partnerships Office
Owned by:	Academic Partnerships Office
Approval Date:	July 2020
Last Amended:	July2020
Last Reviewed:	July 2020
Next Review Date:	July 2021
Current Version:	1.1

Location EMC Bsocatiaas

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## Introduction

This is a step-by-step process

## TravelInsuranceProcess

Step 1:

Do I need travel insurance?

i. YES.

Step2:

Completing the University

## Step4:

### FinalCheck List

1. Check if you need a visa to travel, and what you require in order to satisfy all immigration requirements.	
2. Check with the host institution what their insurance policy is with regards to health.	
3. If you are travelling to Europe do you have a valid European Health Insurance Card (EHIC)?	
4. Check which immunisations are required by your destination country especially if you plan to travel after your study work period abroad	
5. Complete the University Risk Awareness Check List (5) Form along with your Departmental Academic Exchange Coordinator	
6. Make 3 copies of the completed University Risk Awareness Check List Form: <ul style="list-style-type: none"><li>• Keep a</li></ul>	



## Frequently Asked Questions

### *Which forms do I have to fill in?*

- University Risk Awareness Check List (V1.5) Form
- Travel Insurance Risk Assessment Form
- Online Travel Insurance Application Form

### *Why does the Departmental Academic Exchange Coordinator need to sign the University Risk Awareness Check List (V1.5) Form?*

Departmental Academic Exchange Coordinators have a role in exercising the University's duty of care to its students to make sure they are studying/working in a safe environment.

### *What do I need to take with me?*

- The University's Travel Insurance (Policy) details provided on completion of the online Travel Insurance Application Form.
- Sufficient supply of any prescription medication you are currently taking (preferably with a copy of your prescription sheet)
- Photocopy of your passport/visa for emergencies, packed separately from the originals
- Mobile phone that will work in the country.

### *Do I have to do anything when I get back?*

If you have been unwell or sustained an injury, or if personal or University property has been lost or stolen whilst away or you become unwell immediately on u hn immh6\_0 1 Tfm1-0.8 (n)]Tr se