



**UNIVERSITEIT
GENT**

HAVE A SAFE TRIP



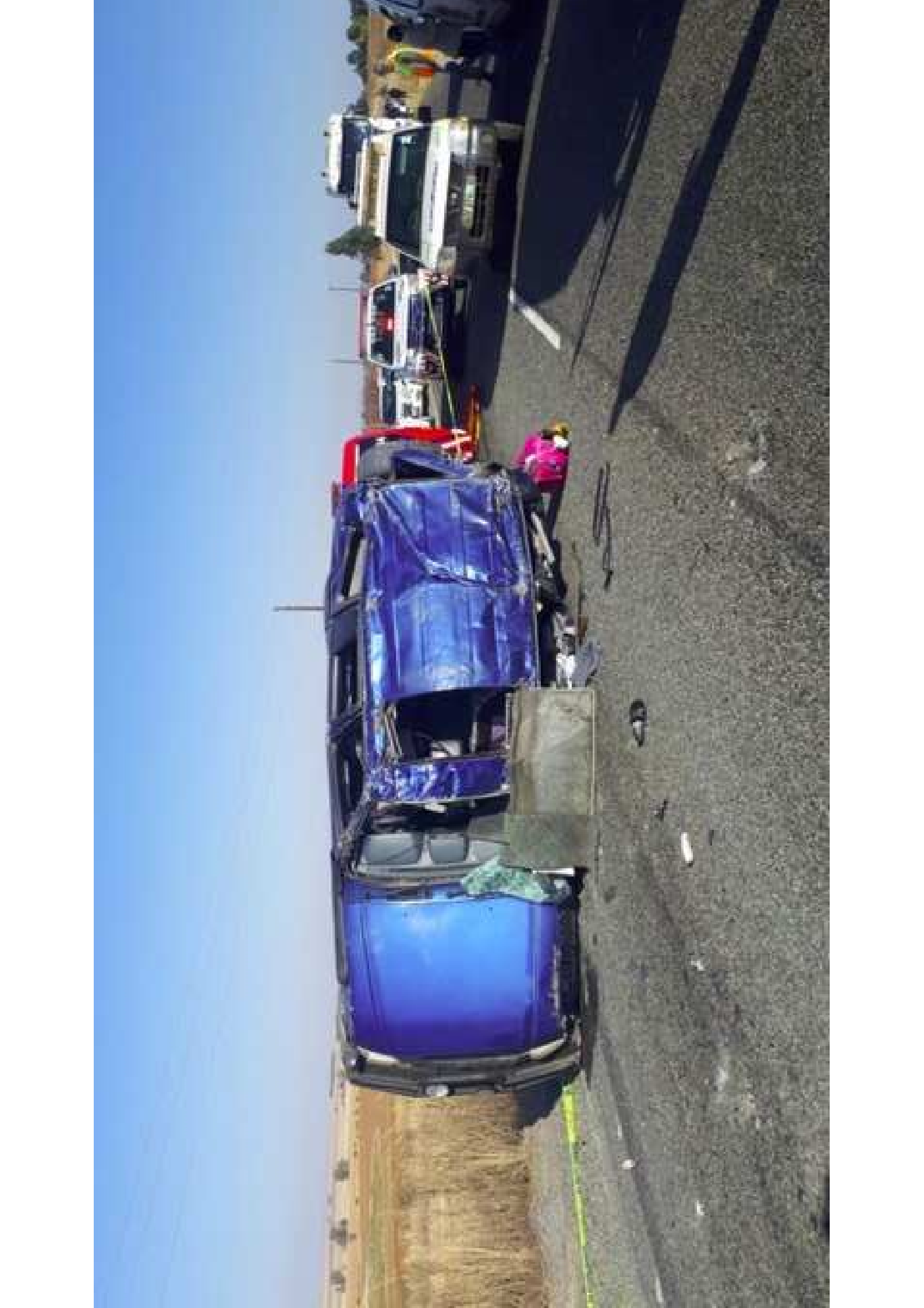














**HETEROSEXUALS
ONLY**

BEFORE TRAVEL



GENERAL ASSESSMENT BEFORE

- Student/Researcher/Staff
- Where am I going to?
- What is the purpose of my stay?
- Have I permission to go?
- Where and what are the risks (very broad)?
- Where can I find useful information?
- Which steps do I need to take?
- Which formalities do I have to fulfil?

COUNTRY INFORMATION GENERAL

- Travel advices : Foreign Office
- https://diplomatie.belgium.be/nl/Diensten/Op_reis_in_het_buitenland
- <https://www.gov.uk/foreign-travel-advice>
- Or see website F.O.O. from your own country
- Fit for travel : <http://www.fitfortravel.nhs.uk/home>
- ITG : <https://www.itg.be/E/travelhealth>
- UZ Gent travel clinic:
www.uzgent.be/nl/zorgaanbod/mdspecialismen/Algemene-Inwendige-Ziekten/Reisraadpleging/Paginas/Reiskliniek.aspx

TRAVEL ADVICES SECURITY

1. For certain countries or parts of countries = all travels in any way disapproved e.g. Central African Republic, South Sudan, Sudan,
2. For certain countries or parts of countries = non-essential travels disapproved e.g. Burkina Faso, Burundi,, DRCongo, Egypt (parts), Eritrea, Ethiopia, Guinee-Bissau, Kameroen (large parts), Kenya (parts), Libya, Mali, Mauretania, Niger (parts), Nigeria (parts), Somalia
3. For certain countries = approved but be aware of...
4. For certain countries = no problem

UGENT APPROACH

- MA students → no go for countries or parts of countries within zone 1 or 2 : final check by IRO
- For researchers/PhD students/staff → no go for zone 1 end 2 → authorisation has to be asked by mail to actueel@ugent.be with a motivation why a travel is essential.
- Advice a.s.a.p.

ACTUEEL@UGENT.BE

- Working Group Security and Crisis :
 - Ac. Director for Internationalisation
 - IRO
 - Research Coordination Office
 - HR
 - Security department and emergency centre
 - Legal Office
 - Health and Safety Office

IT'S A GO

- MA Students
 - REGISTRATION in OASIS “uitwisselingsaanvraag”
 - Approval promotor
 - Approval FCI
 - Approval IRO
 - (please check in OASIS if all your contact details are up to date)
- Others
 - Registration in SAP/APOLLO “REISAANVRAAG” → approval supervisor
 - (please check in APOLLO if all your contact details are up to date)

OTHER REGISTRATION

- Registration in <https://travellersonline.diplomatie.be>
- Or a similar system of your country
- always contact the nearest Embassy/Consulate in the country of destination



TRAVEL DOCUMENTS

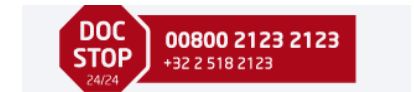
- Apply for a passport ('reisipas' ≠ 'identiteitskaart'!)
- Visa needed? Driving licence ok?
- Consult the website of the Belgian Federal Service Foreign Affairs or your own Ministry of FA
- It is your responsibility to apply for a visa in time
- Always take a copy of important documents + save these on your mobile devices

HEALTH & INSURANCE

- Vaccinations and other health related aspects
- Insurances
 - Staff and (post) doc See <https://www.ugent.be/en/administration/insurances/travel-insurance-staff.htm>
 - Students (incl PhD) see : <https://www.ugent.be/student/nl/administratie/verzekering/overzicht.htm>

MONEY AND COSTUMS

- Before you leave, check with your bank whether your bank card works in the country of destination.
- Loss or theft of
 - Belgian bank card, immediately call **Card Stop**: 0032 70 344 344. You can reach this number 24/7
 - identity papers, call **Doc Stop** : 0032 2 518 21 23 (also available 24/7)



SUPPORT DURING YOUR STAY



UGENT ACTIONS

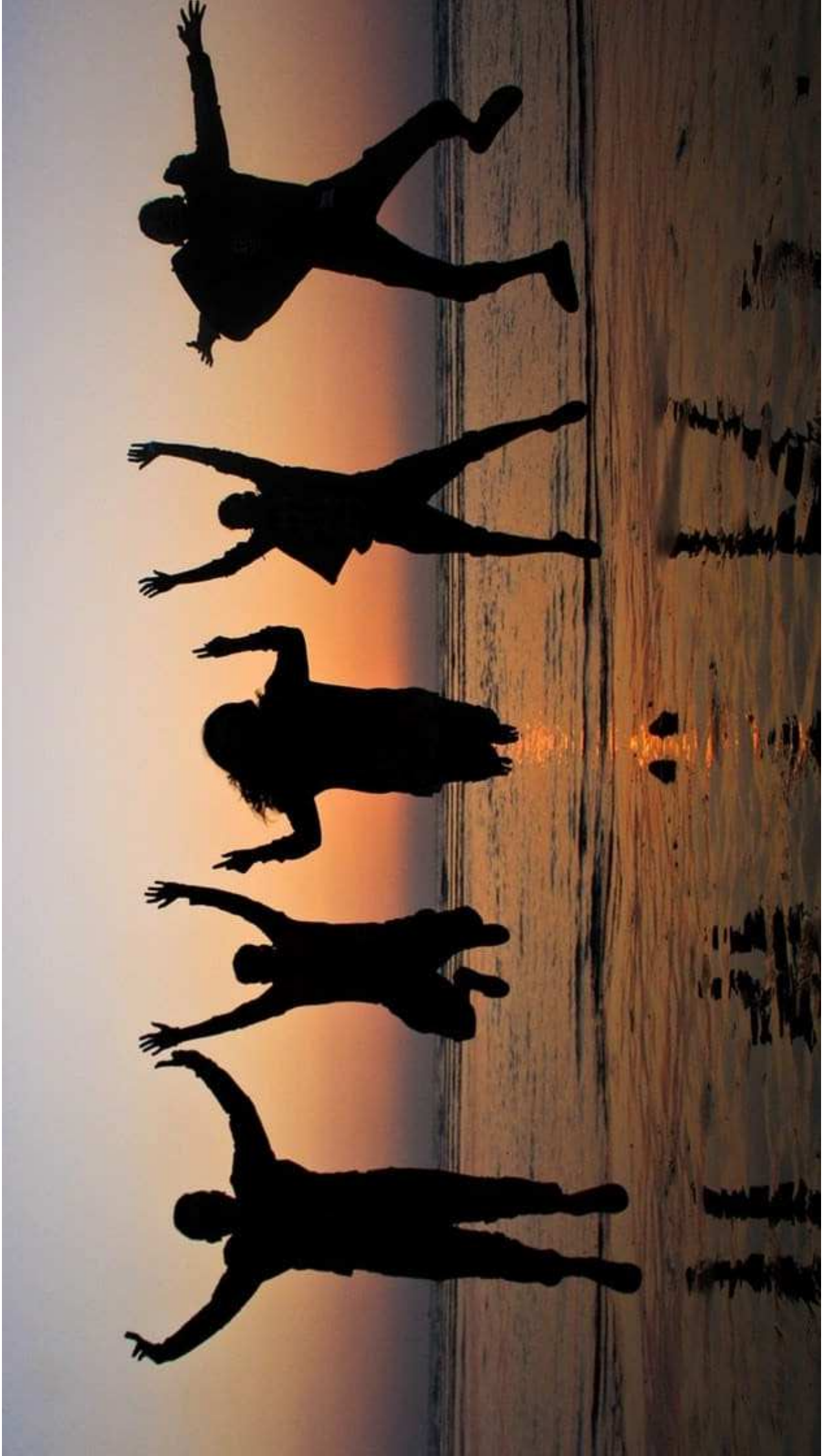
- Collect information on “problems”
- Who is where principle → there is always a UGent person anywhere 😊
- We contact you → only possible when registered!!!
“Are you alright?” → in case of problem stay tuned and be proactive
- We will give advice & help with e.g. returning home

IN CASE OF PROBLEMS

Contact:

- Your embassy
- UGent : During office hours : studentsout@ugent.be or faculty or supervisor
- UGent : 24/24 - 7/7 : TEL: 00 32 9 264 88 88 or permanentie@ugent.be
- In case of personal accidents or illness, also contact your mutuality or medical insurance
- Also :
 - Follow the guidance of your local embassy and your host institution
 - Stay in contact with your fellow students/colleagues
 - Stay connected

HAVE A SAFE AND NICE
TRIP



International Relations Office
Geneviève Cochez

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www.ugent.be