STAY ABROAD REGISTRATION

Follow this guide to help you with registering your stay abroad. This registration enables students to obtain free TU Delft Travel Insurance. Should there be an incident abroad, TU Delft can provide assistance.

This registration must be completed at least <u>two weeks</u> before your departure. This is to ensure you complete the correct dates of your stay abroad and travel dates.

Every individual has to complete their own registration. It is not possible to register a group. For example, if a group of students are travelling with a student association.

Manual

Table of Contents

Log in	2
Go to Stay Abroad	2
General	3
Purpose of Stay	4
Safety and Security	5
Disclaimer	5
Submit stay abroad request	6
Contact information	7
Pre-Travel Checklist:	8

Log in

Osistud.tudelft.nl

The screen looks like this:

MYTIMETABL	E BRIGHTSPA	CE	CORONA UP	DATES	X TU DELF
TOPDESK	STUDENTENPORT	TAL	MAPIQ LIBR	WEBMAIL	
E-SERVICE	CAMPUS MAP	SP	ACEFINDER	BUIT	ENLAND
OSIRIS ZAAK	MYPRINT			_	

Go to Stay Abroad

Click on New request

	New request Help		Stay abroad	1				
· · · · · · · · · · · · · · · · · · ·								
Register	Application for stude start your application	ent exchange is meant for all students wishing to ap click on "New request"	ply for an exchange programme at a part	ner institution in the academic year 2024-2025. To				
De-register	Registration contact	t details and emergency will only be used to apply f	or TU Delft travel insurance and in the ev	ent of an emergency during your stay abroad.				
0	Before registering you For information about	ur contact and emergency details, please verify that y scholarship procedures, click <u>here</u> . For information a	your stay abroad has been approved by y about safety, insurance and vaccinations, we date, and 'seturn date,' Click on "Cont	our faculty. click <u>here</u> .				
Courses	In order to apply for II	F scholarship please proceed by clicking on "Grant"	ans, as well as the departure date and return date. Click on Contact information to do so. eed by clicking on "Grant" after creating a new request.					
Log off	Click on "New reques - Application for stude - Request registration	st" to submit one of the following options: Int exchange I contact and emergency information						
	Stay abroad reque	ests						
	No records found.							

The following screen will appear:

	<u>Home Save Delete H</u>	Help	Sta	y abroad requests			
Register	Please select Current deg Bachelor student, but you will follow next year.	ree programme in "Request for". In cas ir exchange will be part of your Master p	e your stay abroad is part of a diff programme) please select Future o	ferent programme than your current one (i.e. you are now a legree programme and select the Master programme you			
De-register Courses	Specific instructions for " The 'start date' and 'end dat 09-2024 – 31-01-2025) (01-	"application for student exchange" te' refer to the duration of your stay at the h -02-2025 – 31-08-2025)	nost institution. If these dates are not	yet known please indicate the TU Delft semester dates (01-			
Stay abroad	Specific instructions for " Your registration and contac 'end date' refer to the durati your travelling schedule und	'registration contact details and emerge ct details will only be used to apply for TU D ion of your stay at the host organisation/co der 'Destination'.	ncy" Delft travel insurance and in the ever mpany. In case you are going to visit	it of an emergency during your stay abroad. The 'start date' and more than 1 country, you can fill in the countries you will visit in			
	Required fields are marked with an *						
	We kindly request users to report issues/problems with this form to <u>Contact Centre</u>						
	General						
	Request for Degree programme	* Current degree programme ▼ * Bachelor Aerospace Engineering ▼		Status Date submitted			
	Start date (see above)	*	•				
	End date (see above)	*					
	Continue >>						

General

Go to '**Request for**' and Select **Current degree programme**; This refers to the fact that you will go abroad within your current BSc of MSc programme.

Select **Future Degree programme** and select the MSc programme you will follow next year while abroad, if your stay abroad is part of a different programme than your current one (i.e. you are now a Bachelor student, but your exchange will be part of your Master programme)

Go to Stay abroad and make the selection 'Request registration contact and emergency information'

General		
Request for Degree programme Stay abroad Start date (see above) End date (see above)	* Current degree programme * Bachelor Aerospace Engineering * Request registration contact and emergency information * * * * *	Status Date submitted
Destination Country City Institution Add travel schedule	* Make a selection * * *	

Enter your planned **start date** and **end date** of stay abroad (only if known and confirmed, these are the dates that you will be for example, following courses or carrying out your research), once these dates are submitted you cannot change these dates yourself. Send the changes to the Mobility team (<u>outgoingglobal-esa@tudelft.nl</u>) and notify your faculty supervisor or exchange coordinator.

Enter your Destination details (only if known and confirmed)

Enter your **Travel schedule** information (only if **Dates of actual travel** known and confirmed). If you make an error you can delete the information by clicking on the red cross.

General								
Request for	Current degree programme	Status Not yet submitted						
Degree programme	Bachelor Aerospace Engineering	Date submitted						
Stay abroad	Request registration contact and emergency information							
Start date (see above)	* 01/09/2024 🔎							
End date (see above)	* 01/02/2025							
Destination	- 							
Country	* Australia 🗸							
City	* Sydney							
Institution	Institution * University of Sydney							
In case you visit more th	an one country, fill in the start and end date for each country	and press the "add country" button.						
Travel schedule								
Start date	*							
End date	*							
Country	* Make a selection							
Add country								
Start date End 01/08/2024 01/0	date Country 19/2024 Singapore 🗶							

Should you plan to visit several countries while you are abroad you can click on **Add country** button. This is very important information for the travel safety department, should anything happen in these places, the team will be able to locate and contact you. Be aware that you need to cover any private travel plans/holiday outside of your study/research programme with your own travel insurance.

When	comn	hatal	click	٥n	Continue	
when	comp	ieleu	CIICK	υn	continue	•

General								
Request for	Current	degree programme			Status	Not yet submitted		
Degree programme	e Bachelo	r Aerospace Engineerin	g		Date submitted			
Stay abroad	Request	t registration contact an	d emergency informatio	n				
Start date (see abo	ve) * 01/09/2	01/09/2024						
End date (see abov	re) * 01/02/2	025 🔎						
Destination								
Country	* Australi	a	~					
City	* Sydney							
Institution	* Universi	ity of Sydney						
In case you visit mor	re than one coun	try, fill in the start and	end date for each cou	untry and press the	"add country" bu	tton.		
Travel schedule								
Start date	*	ρ						
End date	*	ρ						
Country	* Make a	selection	~					
Add country								
Start date	End date	Country						
01/08/2024	01/09/2024	Singapore	×					
01/09/2024	02/02/2025	Australia	×					
Continue >>								

All your general information has been completed. You will now continue with the Purpose of Stay section

Purpose of Stay

Click on your purpose of stay and click on Continue.



Safety and Security

Read the text carefully. Once you have completed the 3 tasks, tick the boxes and click on continue.



Disclaimer

Read the Disclaimer thoroughly. Once you have confirmed and ticked all the boxes, click on Continue

General / Purpose of stay / Safety and Security / Disclaimer / Submit stay abroad request	
Disclaimer	Step 4 of 5
Disclaimer	
In the upcoming section, we stress the vital steps for your international experience, crucial for a safe journey. Your commitment to reviewing attending safety training, and staying informed is essential. Kindly reflect on these questions to affirm your dedication to a responsible and e global experience.	guidelines, nriching
 5 The Checklist Student Safety Abroad can be reviewed here. * I have read and will follow the guidelines of the Checklist Student Safety Abroad 	
6 The registration for the Travel Safety training session can be found <u>here</u> . [∗]	
 7 Read the <u>Disclaimer</u> carefully. [*] ✓ I have read and I am aware of the risks mentioned in the Disclaimer 	
 You will be responsible for any financial, health, and academic risks associated with your stay abroad. I have read and understand that I will bear any financial, health and academic risks associated with my stay abroad 	
 9 Register for the information service provided by the <u>Dutch Ministry of Foreign Affairs</u> or the Ministry of Foreign Affairs in your home count * I have signed up for the information service 	try.
 10 Keep your Faculty Exchange/Internship coordinator, programme coordinator, and/or supervisor informed of any changes to your stay duri exchange or internship period. I agree to keep everyone informed of any changes that take place 	ing the
 11 Changes to your study/travel abroad dates need to be updated in this process "Request registration contact and emergency information " osistud.tudelft.nl. [*] I agree to adjust my dates should my dates change 	' via
Back	Continue

Submit stay abroad request

It is important not to forget to submit your request. You can check all the information you have completed by clicking on **Back.**

General / Purpose of stay / Safety and Security / Disclaimer / Submit stay abroad request	
After submitting, your registration will be approved automatically. More information on registering your contact details and the TU Delft Travel Insurance, including a link to the policy, will be sent to you by e-mail.	
Submit stay abroad request Step 5	of 5
1 Please indicate the purpose of your stay abroad:	
Exchange	
2 The Travel Safety video can be watched via this link on the TU Delft website.	
I have checked the video	
3 Under the terms of the Delft University of Technology Safety & Security Policy, you must check the travel advice issued by the Dutch Ministry of Foreign Affairs and the information regarding the <u>safety and security</u> of the country you are visiting.	
I have read the travel advice and the Safety and Security information at the website	
4 All Dutch students, EU students and non-EU students with a valid residence permit to stay in the Netherlands must register at 24/7 BZ Information service and install the "24/7 reisapp" (<u>https://informatieservice.nederlandwereldwijd.nl</u>)	
All other students must register at their own Embassy/Consulate in the country they are visiting. Contact details of Dutch Embassies and Consulates abroad are available via the Ministry of Foreign Affairs. If you change your address or (mobile) phone number, please inform all parties concerned.	
I have registered	
Disclaimer	
In the upcoming section, we stress the vital steps for your international experience, crucial for a safe journey. Your commitment to reviewing guidelines attending safety training, and staying informed is essential. Kindly reflect on these questions to affirm your dedication to a responsible and enriching global experience.	
5 The Checklist Student Safety Abroad can be reviewed here.	
I have read and will follow the guidelines of the Checklist Student Safety Abroad	
6 The registration for the Travel Safety training session can be found <u>here</u> . C I have taken part or will take part in the Travel Safety training session before my departure	
7 Read the Disclaimer carefully	
I have read and I am aware of the risks mentioned in the Disclaimer	
a tou will be responsible for any manchal, nearth, and academic risks associated with your stay abroad.	
9 Register for the information service provided by the <u>Dutch Ministry of Foreign Affairs</u> or the Ministry of Foreign Affairs in your home country.	
 10 Keep your Faculty Exchange/Internship coordinator, programme coordinator, and/or supervisor informed of any changes to your stay during the exchange or internship period. I agree to keep everyone informed of any changes that take place 	
11 Changes to your study/travel abroad dates need to be updated in this process "Request registration contact and emergency information " via osistud.tudelft.nl.	
I agree to adjust my dates should my dates change	
Back Submit	

Contact information

Once you have submitted your stay abroad request, you will need to complete your **emergency contact information**. Click on **Contact information**.

Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2024-2025. To start your application click on "New request"									
Registration contact details and emergency will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty. For information about scholarship procedures, click <u>here</u> . For information about safety, insurance and vaccinations, click <u>here</u> . You must flil in your contact and emergency details as well as the 'departure date' and 'return date'. Click on "Contact information" to do so. In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a new request.									
Click on "New request" to submit one of the following options: - Application for student exchange - Request registration contact and emergency information Stay abroad requests									
Stay abroad	Degree programme	Period	Status	Decision	Progress				
Request registration contact and emergency information	Bachelor Aerospace Engineering	01/09/2024 until 01/02/2025	Completed	Approved		<u>Details</u> <u>Contact information</u> <u>Grant</u>			

This information needs to be completed to inform TU Delft of your whereabouts. The TU Delft Travel Safety department will contact you should there be any risks to you while you are abroad. For example, if you are staying in a city where there has been a terrorist attack/natural disaster, they will want to check that you are safe and well and take the necessary steps if not.

Click on Add address and Add contact to add extra information, don't forget to click on save.

	In this screen you can fill in/update the contact and emergency details for your stay abroad. Please fill in your address abroad as well as one (emergency) contact person abroad and one (emergency) contact person in The Netherlands. You must do this <u>at least two weeks</u> before your departure date. If your stay abroad is cancelled or the 'start date' or 'end date' has changed, please inform <u>Contact Centre</u> as soon as possible. Stay abroad										
Ц	Siav alumati	Bequest registration co	ntact and emergency	information	Status		Completed (06/02/2	2024)			
	Request for	Current degree program	nme	mornation	Decision		Annroved	2024)			
	Degree programme	B-I R	3-LR		Date submitte	d	06/02/2024				
	Start date (actual)	01/09/2024)1/09/2024		Country		Australia				
	End date (actual)	01/02/2025	01/02/2025		City		Sydney				
	,				Institution		University of Sydne	ey .			
Г	Travel information										
	Departure date	ite 01/08/2024 🔎					01/02/2025	<u>_</u>			
	Additional travel into	I will go to Singapore for End date is not final, tick	vacation prior to Aus et not booked!	tralia.				17			
Γ	Address abroad										
٦	Start date * 01/08/2024	End date * 01/09/2024	Street name		No.	Addition	Postal code	City / Country * Singapore	Telephone		/ ×
	01/09/2024	02/02/2025						Australia			0 ×
	<i>P</i>	<i>P</i>						Make a selection	v		×
	Add address										
	Contact person										
Т	Start date *	End date *	Relation	Name *				Telephone *	E-mail	Emergency	A
	01/08/2024	01/02/2025	Parent	Napoleon				+3101234568	N.D@gmail.com	×	/ ×
	01/09/2024	01/02/2025	Exchange Officer	Artimisia				+2100804/92	A.N@Uoa.com		// ×
	ļ /2	\square								\Box	×
	Add contact										

You can change the information under Travel information, Address abroad and Contact person yourself.

Should you need to change the Stay abroad dates, please contact at outgoingglobal-esa@tudelft.nl

Page | 7

Pre-Travel Checklist:

□ I understand the term **stay abroad**, refers to my planned trip to another country relating to my TU Delft study programme?

□ I understand the term **travel dates** refers to the actual dates of travelling to and from my destination?

□ Have I confirmed and double-checked my start and end dates, ensuring they are correct?

□ Are my travel dates confirmed and correct?

□ Have I informed my contacts that I've included them in this application, and have they acknowledged their availability to be contacted in case of any emergencies while I'm abroad?

□ Have I ensured that my bank details are accurate? This will facilitate a timely payment in case I receive a grant.

□ Do I know the address of my stay abroad?

□ Am I fully aware of the risks involved with a stay abroad?

□ Have I checked if my own personal travel insurance will cover any additional holidays/travel plans before, during and after my official stay abroad?

□ Has my stay abroad be cancelled? If this is the case, I will contact my faculty supervisor/exchange coordinator and the Mobility Office (<u>outgoingglobal-esa@tudelft.nl</u>) to have the **stay abroad** removed from my Osiris account. Should there be an incident at my planned 'stay abroad' destination, the TU Delft travel safety team will not waste time locating me for no reason.