

# Contact Information Form for studies or internships abroad

## Contact information (the student)

<b>Forename</b>	<b>Surname</b>
<b>Email address</b>	<b>Phone number</b>

## Contact person in case of emergency

<b>Full name</b>	<b>Relation</b>
<b>Email address</b>	<b>Phone number</b>

## Self-declaration by the student

By going on an exchange programme through VUC I accept the following:	
<input type="checkbox"/>	I am aware that I am responsible for purchasing adequate travel-, health- and personal insurance and that the International Office strongly recommends purchasing insurance mirroring the coverage in the group insurance from ANSA (Association of Norwegian Students Abroad), including illness of COVID-19.
<input type="checkbox"/>	In a case of emergency, I accept that VUC may contact, or share information with, the contact person listed in this form.
<input type="checkbox"/>	I am aware that there is always a certain risk connected to traveling abroad and recognize that Volda University College cannot be held responsible for unpleasant events that I may experience while abroad. This includes illness of COVID-19.
<input type="checkbox"/>	I am aware that I am responsible to keep myself updated on the COVID-19 situation in the country I am travelling to. This includes evaluating my own safety abroad.
<input type="checkbox"/>	I am aware that I must register my foreign address and phone number in Studentweb.

<b>Date</b>	<b>Signature</b>

## IMPORTANT INFORMATION FOR OUTBOUND STUDENT MOBILITY

- You are responsible for updating Volda University College on your contact information while studying or interning abroad through registering your contact information in [Studentweb](#).
- You should inform your family and nearest of kin about your travel plans and keep regular contact with them while abroad. In an emergency situation, Volda University College will contact the person you have listed as contact person in this form (page 1). This person is considered your main contact and is the only individual we will be able to share information with regarding your situation abroad.
- You are responsible for following the laws and regulations of the country you reside in, as well as, at the institution you are studying or interning. You are responsible for being updated on the situation in the country and to follow advice from local authorities and the host institution if emergencies arise.
- For long stays in countries outside Europe, we recommend Norwegian citizens to register in the Norwegian Ministry of Foreign Affairs portal: <https://www.reiseregistrering.no/>
- Volda University College has entered into an agreement with the Norwegian Church Abroad (*Sjømannskirken*) and we can make use of their network in emergency situations. If you understand Norwegian, you should download the [Sjømannskirkens APP](#) which has useful information about safety abroad. See also *Sikre Siden* <https://www.sikresiden.no/en/ontravel>
- You are responsible to purchase necessary travel- and health-insurance needed for your stay abroad, as well as, to find out if the host institution has already included you in their insurance scheme. You are personally responsible to order the [European Health Insurance Card](#) for travels in EU/EEA-countries.
- You are responsible for applying for a student visa (if applicable) and to take required vaccines.

### In case of an emergency, contact:

1. Local police or emergency units (Phone numbers found in the [app from Sjømannskirken](#))
2. Norwegian Ministry of Foreign Affairs Operative Centre +47 23 95 00 00
3. Volda University College +47 70 07 50 00 (daytime)
4. International Office +47 70 07 51 20

### If less critical situations arise, contact:

VUC International Office: +47 70 07 51 20  
[international@hivolda.no](mailto:international@hivolda.no)

**PAGE 2 IS KEPT BY THE STUDENT**