Things to do before you go abroad


2. Check safety situation abroad
   Before buying a ticket: check the safety situation in the country you will be visiting: http://www.rijksoverheid.nl/onderwerpen/reisadviezen (in Dutch) or https://www.gov.uk/foreign-travel-advice (in English)

3. Obtain health advise & vaccinations
   Make an appointment with Leiden University’s VGM Travel Clinic via tel. 071-5263643 or 071-5268015. Please do so at least 2 months before departure. The VGM Travel Clinic provides advice on matters such as preventative measures, vaccinations and anti-malarial medication. They are located in the “Poortgebouw”, behind Leiden Central Station (South entrance, 3rd floor). For general travel advice go to: http://www.lcr.nl/Landen (per country); http://www.nhs.uk/livewell/travelhealth/Pages/Travelhealthhome.aspx (general information) or http://www.nathnac.org/ds/map_world.aspx (per country).

4. Take out travel & cancellation insurance
   Make sure the policy states that you are covered for either training/education or a long-term stay abroad. It should also cover all medical costs (unlimited), repatriation, legal assistance, liability, luggage, etc. For example see AON: https://www.aonstudentinsurance.com/

5. Provide emergency contact information
   Make sure the university has your contact details abroad (address where you will be staying, telephone number and e-mail address where you can be reached). Also provide the University with the telephone numbers and e-mail addresses of people to be contacted in case of an emergency (e.g. your parents or other relatives).

6. Buy a flexible flight ticket
   Make sure you can change your flight dates (arrival and departure) easily if needed.

7. Scan important documents
   Make a scan of all your important papers such as your passport, tickets, health insurance card, travel insurance, credit card and debit card (plus the telephone numbers for blocking your cards if required) and send them to your email address as attachment.

8. Emergency Contact Card
   A credit card-sized Emergency Contact Card is included but can also be collected from Plexus Student Centre (Kaiserstraat 25) or from your study abroad advisor at your faculty or programme. The card provides useful web links and phone numbers and you can also add your personal information. Carry it with you at all times when travelling abroad, in case of emergency.

During your stay abroad
1. Register at an Embassy
Upon arrival at your destination, remember to register with your home country’s closest embassy or consulate. For a list of Dutch embassies/consulates see: http://www.rijksoverheid.nl/onderwerpen/ambassades-consulaten-en-overige-vertegenwoordigingen/inhoud

2. Update contact details
If you buy a local phone for use during your stay abroad don’t forget to send us your new (mobile) telephone number.

3. Provide local host contact details
Send us the contact details (email address and telephone number) of the contact person at your host institution.

4. Monitor safety situation
Keep up to date on the safety situation in the country you are visiting. Always follow instructions from your local host and local contact person and check the following websites regularly:
http://www.rijksoverheid.nl/onderwerpen/reisadviezen (in Dutch) or https://www.gov.uk/foreign-travel-advice (in English)

5. Emergency number
In case of a life threatening situation, immediately contact Leiden University’s 24/7 emergency number: +31 71 5276666.