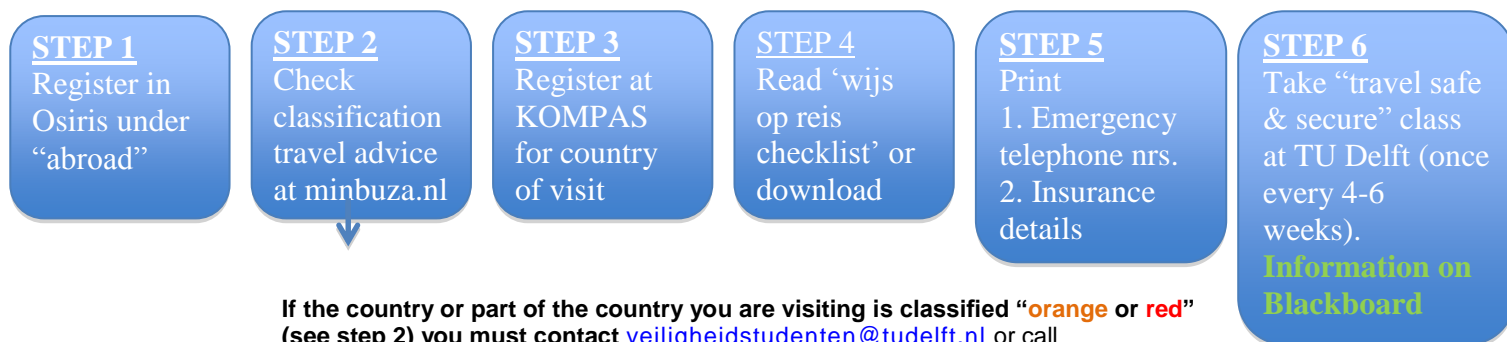


TU Delft Safety & Security(S&S) travel abroad checklist

Applicable for all groups and individuals travelling abroad for TU Delft study purposes.

PRIOR TO DEPARTURE



STEP 1

- Register in Osiris “abroad”: TU Delft students who are travelling abroad as part of their educational program must register at least 14 days before departure.

STEP 2

- Go to the site of the Dutch Ministry of Foreign Affairs (www.rijksoverheid.nl/onderwerpen/reisadviezen), choose the country/countries you are intending to visit.
- Check [the classification of the travel advice](#) and the travel information of the country. The classifications can be recognized by it’s colour in the country map:

| | |
|----------------|-------------------------------|
| Green: | no particular security risks; |
| Yellow: | note: security risks; |
| Orange: | only necessary trips; |
| Red: | do not travel. |

- If the country or part of the country you are visiting is classified “orange or red” you must contact veiligheidsstudenten@tudelft.nl or call +31152787775 for further advice. This information is only available in Dutch, but the colours are easy to recognize.
- You could also go to a similar website of an EU country in a language you are familiar with and read the advice contained there. In case of doubt please contact TU Delft’s department of Integrale Veiligheid (veiligheidsstudenten@tudelft.nl) or phone +31152787775.

STEP 3

- All Dutch students, EU students and Non-EU students with a valid residence permit to stay in The Netherlands must register at Kompas (www.kompas.buzaservices.nl/registration). This is to ensure the Dutch Embassy/Consulate in the country you are visiting, is aware of your presence.
- All other foreign 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 English home page of the Ministry of Foreign Affairs (www.minbuza.nl, under the heading Quick Links). If you change your address and/or your telephone/mobile number you must inform all parties concerned (e.g. the Embassy, TU Delft and your family/friends).

- Make a note of the emergency number of the embassy/consulate (if available) of the country you are visiting.

STEP 4

- Check the “wijs-op-reis” checklist of the Ministry of Foreign Affairs (<http://www.rijksoverheid.nl/onderwerpen/wijs-op-reis>). This information is only available in Dutch. Alternatively you could go to a similar website of an EU country in a language you are familiar with and read the advice contained there. In case of doubt please contact TU Delft’s department of Integrale Veiligheid (veiligheidstudenten@tudelft.nl or phone +31152787775).
- If applicable you can install the “minbuza app” on your iphone/ipad or android <http://www.minbuza.nl/producten-en-diensten/evenementen/bz-reisadvies-app.html>.

STEP 5

- Fill in and print the emergency details as stated below (“**wherever you go**”)
- Keep a copy of these numbers with you at all times during your trip.

STEP 6

- Take the “travel safe & secure” class (reisveiligheid training). The purpose of this class is to provide you with knowledge and basic skills to improve your safety and security while travelling abroad. As part of the training you will write your own safety and security plan. All of this to increase your awareness and with the purpose to keep you safe.

RESULT:

- Once you have registered your stay abroad and contact information in Osiris, and you have pushed the ‘SUBMIT’ button, you will be insured by the TU Delft travel insurance. If you have done this correctly you shall receive an automatic email with your student identification number and the insurance details.
- Your registration in Osiris only provides insurance cover for the period of your study activities. Read the insurance policy to fully understand what is covered.
Note: for some countries, kidnap/hostage situation coverage is excluded!
If you want to travel before your study-related activities have started or after they have ended, you will need to arrange travel insurance for this period yourself.

IN COUNTRY

- In all your actions please remember that you are representing TU Delft and that you are not permitted to engage in activities that could damage the reputation of TU Delft.
- Check whether the institution offering you this educational opportunity has a policy in place for their employees/students regarding safety & security procedures and emergency measures and familiarize yourself with any instructions it contains.
- Keep in touch with your TU Delft supervisor and/or with your faculty international office regularly.
- Please check the travel advice/requirements on the website of the Ministry of Foreign Affairs regularly (www.minbuza.nl) or the embassy/consulate website of the country you are visiting if there are changes in the advice.

If you installed the “Minbuza app” you can be informed through this app.
- Ensure that your contact details, especially your local phone number, are always up to date in Kompas and Osiris. This allows us to reach you in case of need.

In the event of an emergency or incident during your stay abroad

1. Call the emergency number of the insurance company Chartis (AIG): **+31 10 4535656** and have the TU Delft travel insurance policy number ready: **60.10.4117**
2. Call the emergency number of the embassy/consulate which you have noted down,
3. Inform the TU Delft control room: **+31 15 278 1226**
4. Inform your TU Delft supervisor and/or your faculty international office.
5. Inform your parents and local supervisor

Keep this information with your important papers and in your phone!

“WHERE EVER YOU GO”

- Fill in the card below with other relevant contact details,
- Print it
- Carry it with you at all times!
- Put numbers also in your mobile phone/computer

EMERGENCY CONTACT DETAILS

(AIG) Chartis Insurance tel. nr: **+31 10 4535656**

Policy nr: **60.10.4117**

TU Delft control room: **+31 15 278 1226**

Dutch Embassy:

TU Delft supervisor:

Parents:

LOCAL EMERGENCY CONTACT DETAILS

Hospital nearby:

Police:

Hotel / Residence:

Local supervisor

Always state:

Who are you? Where are you? What happened? When? What action is needed?