



Checklist for outgoing KMD exchange students

UiB has two annual application deadlines for outgoing exchange: 1 February (for exchanges during the fall semester/academic year) and 25 August (for exchanges during the spring semester). **All outgoing exchange students must submit an internal application to UiB within these deadlines!** Use the online application platform [Søknadsweb](#).

Before making the final application to the host university

- You must be nominated by KMD before you can start the application process
- Check if the application is filled in correctly and completely with the required signatures
- Make sure you have all the required attachments

After submitting the application and before you receive an admission letter

- Investigate travel alternatives
- Check if any vaccines are required
- Check if a visa is needed

After receiving an admission letter from the host university

- Accept the offer and return any requested forms to the host university
- Notify the KMD international coordinator about your decision
- Apply for [a preliminary approval of studies abroad](#)
- Arrange housing
- Apply for a visa - remember a valid passport!
- Book your flight/train tickets
- Make sure you have a valid travel insurance (in addition to the European Health Insurance Card)

Before you leave

- Pay the UiB semester fee and complete the semester registration
- Register information about your next of kin in the [Studentweb](#)

Please note that during an exchange semester, art/design students as a general rule do not have access to:

- a main tutor or tutor group activities at KMD
- a studio space at KMD (you must clear your workspace at the end of the semester prior to your exchange)
- ART, MEME, PRO, or REF modules at KMD

Students on exchange maintain KMD campus access (use of the library and workshops where they have HMS training). Tutoring, studio space, and module access at KMD will resume the following semester.

While you're abroad

- Register your semester address in the [Studentweb](#)
- Check UiB webmail frequently

Towards the end of your stay/upon return to UiB

- Submit a report from the exchange period at www.uib.no/studentrapport (Erasmus students must also submit a separate Erasmus report)
- Apply for [a final recognition](#) of studies abroad once you have received your transcript
- Fine Art and Design students: carry out a semester assessment, if needed (by agreement with the main tutor/program coordinator)

For more information, see <https://www.uib.no/kmd/111762/reise-på-utveksling>