

STAND OUT  
FROM THE CROWD,  
GO ABROAD



# Pre-departure **BOOKLET**

Please complete this form once your mobility - study exchange, traineeship or short-term opportunity (if managed by the International Opportunities Team) has been confirmed.

Personal Information	
Your name	
Your student ID number	
Your school	
Your host university/ organisation AND country	

## Section 1 **TRAVEL INFORMATION**

JOURNEY TO YOUR DESTINATION	
Airline/train company/ other transport details	
Date	
Flight/train number (if applicable)	
Departure airport/ station/city	
Departure time	
Arrival airport/station/city	
Arrival time	

If you have a connection as part of your travels, please also complete the below:

CONNECTIONS ON YOUR TRAVEL	
Airline/train company/ other transport details	
Date	
Flight/train number (if applicable)	
Departure airport/ station/city	
Departure time	
Arrival airport/station/city	
Arrival time	

If you are travelling on a visa, you will need to send us a copy. Please tick the box to confirm.

RETURN JOURNEY TO SALFORD	
Airline/train company/ other transport details	
Date	
Flight/train number (if applicable)	
Departure airport/ station/city	
Departure time	
Arrival airport/station/city	
Arrival time	

If you have a connection as part of your travels, please also complete the below:

CONNECTIONS ON YOUR TRAVEL	
Airline/train company/ other transport details	
Date	
Flight/train number (if applicable)	
Departure airport/ station/city	
Departure time	
Arrival airport/station/city	
Arrival time	

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## Section 2

# PHOTOGRAPHY AND VIDEO

We produce a wide range of marketing and communication materials to promote our courses and activities, encourage recruitment and raise the profile of the university. From time to time we take photographic images (moving and still) of subjects, and include these images in our printed, digital and social media communications.

By completing this form, you are providing permission to use these images in any publications (printed or digital) that reasonably promote or advertise the university. This may include our printed publications, adverts, audio-visual and electronic materials, media work, display materials, websites, video, digital and social media as well as any other media we may use in the future. The images will not be used for any other purpose.

The copyright of any material shall be the property of the University of Salford.  
I waive any rights in this respect.

I have read this form carefully and fully understand the implications.

I am 18 years old or over.

Signature		Date	
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# Section 3

## RELEASE OF INFORMATION

This form allows your school and the International Opportunities Team to support you during your time abroad. We hope that your experience is happy and healthy but, in the event of an emergency or an accident, your family members may want to contact us for an update, and we need your authorisation to be able to do so. Without your permission, we are unable to discuss you or your situation with family members or anyone else. If you wish to keep things confidential, you must ensure that your family members and anyone else who may call are aware of this to avoid any upset if they do try to call and we are unable to speak with them about you.

**You have the right to limit or refuse to release information. However, it is important to realise that doing so may make it difficult or impossible to support your needs fully.**

Your consent is required to speak about:

- / Support/disability needs
- / Financial issues/debt
- / Discipline issues/attendance
- / Illness or injury while abroad
- / General questions about your study/work placement
- / Situations including political climate and socio-cultural changes

If the named person below calls or emails us, can we talk to them or answer their email?  
(Please select)

- Yes, throughout my stay abroad
- No, not at any point during my stay abroad

Please specify which person/s this would be (one or two people):

Name	
Relationship	
Contact email	
Contact telephone (mobile) number	

Name	
Relationship	
Contact email	
Contact telephone (mobile) number	

I **agree / do not agree** (please circle one) that the International Opportunities Team can contact or respond to the above person/s by telephone or email during the period specified.

Signature		Date	
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## Section 4

# INSURANCE

I confirm that I understand that I am covered by the [University of Salford Travel Insurance policy](#). Please note: pre-existing medical conditions are covered by the university's travel insurance as long as seeking treatment for the condition is not the reason for travelling.

The university's insurance does not cover against pre-trip Covid-19 cancellations, therefore once arrangements are confirmed students are advised to obtain their own cancellation cover or look for travel arrangements that offer this type of cover as part of the travel arrangements.

I am aware I must send a copy of my private insurance (if applicable) and/or my EHIC card to the International Opportunities Team – [Salford-IOT@salford.ac.uk](mailto:Salford-IOT@salford.ac.uk).

Signature		Date	
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## Section 5

# RISK ASSESSMENT

I confirm I have completed a [risk assessment](#).

Signature		Date	
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## Section 6

# VISA

For all students - I am aware I must send a copy of my visa/s (for my destination country and transit countries - if applicable) to the International Opportunities Team – [Salford-IOT@salford.ac.uk](mailto:Salford-IOT@salford.ac.uk).

For international fee-paying students here on a Student Visa - I will adhere to immigration regulations as previously agreed with the International Opportunities Team and Home Office Compliance.

For students taking part in the International Exchange programme – I am aware that I am eligible for a 70% reimbursement of the cost of my visa/s and must provide proof of purchase in order for the International Opportunities Team to reimburse me. Please email this to [Salford-IOT@salford.ac.uk](mailto:Salford-IOT@salford.ac.uk).

Only for International Exchange students who have paid for a visa:

Bank account holder			
UK bank name			
Your School			
Branch address			
Account number		Sort code	

All students:

Signature		Date	
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