

Checklist

Royal Military Academy

Mobility In

INTERNATIONAL OFFICE RMA - GENERAL INFORMATION

First and foremost,

we would like to warmly welcome you to our Military Academy. This checklist illustrates the administrative procedure for incoming staff and traineeship mobility and provide you some instructions and useful information regarding your arrival and stay at the Royal Military Academy. Please follow the required steps. If you have any questions, do not hesitate to contact [the International Office](#) (BurInt).

 BEFORE ARRIVAL



1. Security Clearance

For the duration of your stay, your POC will be responsible for your presence at the RMA. All civilian visitors are obligated to obtain security clearance before their arrival. Please complete the form (only available in [French](#) and [Dutch](#)) and send it back to the International Office with a copy of your passport or both sides of your ID-card. **This process takes TWO MONTHS. If this is not sent out in time, you will have to be picked up at the guards room every morning and be accompanied at all times.**

 BEFORE ARRIVAL



2. Application form

When you have received an exchange opportunity at RMA, you will be invited to complete the application form and to send it to the [International Office](#), with a copy of your passport or both sides of your ID-card. The POC at the Royal Military Academy is the staff member who will be supervising your activity, customarily a member of our academic staff. If you request lodging for the duration of your traineeship, it should be mentioned on your application form.

SPECIFIC REQUIREMENTS



Accommodation

Accommodation is available at the Royal Military Academy, but the availability is very limited and rooms are distributed on a first come – first served-basis. Please notify the International Office if you require lodging. To receive a room at the RMA, security clearance must be arranged as above.



 BEFORE ARRIVAL

3. Mobility agreement

Your institution will provide a mobility agreement (or traineeship agreement). Please send this to [the International Office](#).



 BEFORE ARRIVAL

4. Insurance coverage

Please make sure you are appropriately covered by insurance. Your sending institution's collective health insurance should provide a minimum of protection. This is mentioned in your Mobility Agreement.



 BEFORE ARRIVAL

5. Organising your arrival

When you arrive on the campus, you will be welcomed by your responsible POC (eg. your promotor). Please notify them of your exact time of arrival, as you will not be allowed to enter the campus without their presence the first day.



 BEFORE DEPARTURE

1. International Mobility Survey / Feedback

The Royal Military Academy would love to receive feedback regarding your stay. You will be invited to fill in this form and to send it back to [the International Office](#).



 BEFORE DEPARTURE

2. Certificate of stay (CoS)

A certificate of stay will be provided by the International Office, stating the duration of the mobility activity.