

July 1, 2024

To Students,

Vice President (International Affairs)

**Overseas Travel Procedures [Important]**  
**(For Participants in KU study abroad/Partner University programs,**  
**research activities, academic conferences, etc.)**

In overseas locations, "Protecting yourself" is a basic principle. All Kanazawa University students planning to travel abroad must complete the following five procedures before their respective deadlines. For further details, please visit the Kanazawa University website's 'International Exchange' and Study Abroad page. All necessary forms are available on the web page.

**0. [Before Traveling] : Consider your destination**

When considering traveling abroad, at first, check safety information for your destination country/region on the Ministry of Foreign Affairs' Overseas Safety Website's "Overseas Safety Information by Country/Region."

**Ministry of Foreign Affairs Overseas Safety Website:**

<http://www.anzen.mofa.go.jp/masters/explanation.html> (\*in English)

■ **If the level is "Level 2"**: In principle, a travel to the county or region is prohibited. If you must unavoidably travel to the relevant country or region, please submit the following required documents to the Study Abroad Promotion Section through your affiliated student affairs office by three months prior to your intended departure. We will determine whether the travel is permissible.

Required Documents: (1) Details of purpose, plans, and activities of the trip (2) Details of travel itinerary (3) Risk management and safety control measures (4) Information on understanding and consent of parents/guardians (5) Other information that may be helpful

■ **If the level is "Level 3" or "Level 4"**: Travel is prohibited.

■ Please promptly inform us if there are any changes in the level after traveling (e.g., before travel: level 1 → after travel: level 2).

**1. [Before Traveling] : Watch the Overseas Risk Management Orientation video, gather information, and get vaccinated, etc.)**

**1. Watch the Overseas Risk Management Orientation video**

■ **How to watch the video** ■ Go to the "[Overseas Travel Procedures](#)" in the International Relations Department LMS course ⇒ Watch the "Overseas Risk Management Orientation" video (explained in Japanese language only.)

※After watching the video, you will be required to take a test to confirm your understanding of the orientation.

**2. Register for the travel registration service (たびレジ(Tabi-Regi))**

**Ministry of Foreign Affairs:** <https://www.ezairyu.mofa.go.jp/>

※By obtaining to the university-designated risk management service, you will automatically be registered with "たびレジ(Tabi Regi)." Please review your registration details and make any necessary corrections accordingly.

### 3. Others (Obtaining a visa, Vaccinations, Preparing emergency contact information, etc.)

Depending on your destination and duration, you may be required to obtain a visa or receive vaccinations. Please be sure to make sufficient preparations by checking the Ministry of Foreign Affairs' Overseas Safety Website and [the Ministry of Health, Labor and Welfare's Quarantine Station website](#), and by using materials from the Overseas Risk Management Orientation to gather various information. Please also remember to prepare the "Emergency Contact Information for Overseas Travel." (The form is available from [here](#))

## 2. 【Before Traveling Overseas】 : Submit required documents

### 1. 'Overseas Travel Notification'

■ How to submit ■ Go to the "Overseas Travel Procedures" in the International Relations Department LMS course⇒Fill out the "Overseas Travel Notification"

※All students must submit it prior to the departure. 4 weeks ahead is preferred.

### 2. '留学届 (Ryugaku todoke, Study abroad application)/ 休学届 (Kyugaku todoke, Notification for temporary absence from school)' (if applicable)

■ Where to submit ■ Your affiliated student affairs office

※ Submission of "留学届 (Ryugaku todoke, Study abroad application)" is required if you plan to study abroad for one quarter or longer through such as an exchange program, and wish to include this period in the duration of enrollment. If you intend to take a leave of absence, submit the "休学届 (Kyugaku todoke, Notification for temporary absence from school)."

### 3. "KU Study Abroad Programs Participation Pledge" and "Personal Health Declaration Form" (if applicable)

Submission is required for participation in KU Study Abroad Programs. Please follow instructions from the responsible staff.

## 3. 【Before Traveling Overseas】 : Obtaining overseas travel insurance and crisis and risk management service

### 1. Obtain the overseas travel insurance (FUTAI-KAIGAKU, Tokyo Marine & Nichido Fire Insurance Co., Ltd.) and ②the crisis and risk management services (Japan IR&C Corporation).

■ How to obtain ■ Select a plan from the "Risk Management and Insurance" page on KU website and fill out the electronic enrollment registration form.

※The enrollment procedure should be completed at least two weeks before your departure. You can obtain both ① and ② at the same time by filling out the registration form.

※If the purpose of your trip is considered to be part of educational or research activities (programs organized by Kanazawa University, academic conferences, research activities, programs organized by partner universities, etc.), please join ① and ②. If you are unsure about your decision, please consult with the Study Abroad Promotion Section.

### 2. Join the "Gakkensai Futai Liability (Internship Liability)" (only if you are engaged in work activities as an intern or volunteer)

■ How to enroll ■ Apply at the Kanazawa University Health Service Center

Contact: Kanazawa University Health Service Center (Gakkensai・Internship Liability)

Kakuma Campus Main Building 1st Floor

TEL: 076-264-5254 Email: hokekan@kenroku.kanazawa-u.ac.jp

#### 4. 【During the trip】 : Contact relevant parties

Always carry the "Emergency Contact Information for Overseas Travel" with you and regularly contact and report to your family and KU staff. If a natural disaster, an infectious disease such as COVID-19 or influenza, or a terrorist attack occurs in your area, please contact the risk management service immediately to inform them of your safety, even if you are not affected. As soon as you receive a message from the university or Japan IR&C on the crisis management service mobile app "Pro Finder" confirming your safety, if you are safe, tap "I am fine." to notify your safety.

#### 5. 【After Returning to Japan】 : Submit a Return Notification

##### 1. "Return Notification"

■How to submit■ Go to the ["Overseas Travel Procedures"](#) in the International Relations Department LMS course⇒ Fill out the "Return Notification"

※Please submit it within one week of returning to Japan.

##### 2. Others

If you feel unwell within 72 hours of returning home, please see a doctor and check your overseas travel insurance procedures for reimbursement.



LMS course



KU Website

##### Contact

Study Abroad Promotion Section

International Student Exchange Division

International Relations Department

E-mail: [studyabroad@adm.kanazawa-u.ac.jp](mailto:studyabroad@adm.kanazawa-u.ac.jp)