

Report of Overseas Travel

To the President of Tottori University

Faculty _____

Student ID No. _____ Name _____

I report my overseas travel as follows:

1. Duration

Date of Departure(yyyy/mm/dd) _____ Date of Return(yyyy/mm/dd) _____

2. Destination (Country) _____ (City) _____
(Organization) _____

3. Contact Info during travel Phone _____ Email _____ @ _____

4. Emergency Contact Information in Japan

Name _____ Relationship _____

Address _____ Phone _____

5. Detail of the Travel

① Type of program (Check the appropriate box)

1) Overseas program or activity organized by Tottori University

Tottori University Sponsored Program

(Student Exchange Program, Intensive language Program, etc.)

Study /Research /Survey Extracurricular Activity

Other Organization Sponsored Program recruited by Tottori University

Other(_____)

2) Overseas Activity planned personally

Study abroad planned personally Personal travel Internship

Going back to one's own country temporarily Others

② Name of the Program: _____ (Credit earning Yes No)

③ Person in Charge: _____

You do not need to answer the questions below if you check "5-①-2 Overseas Activity planed personally".

6. Overseas Travel Accident Insurance

Have you joined an Overseas Travel Accident Insurance? Yes No

Name of the Insurance: _____

Name of the Insurance Company: _____

7. Annual Health Check-Up

Have you taken the Annual Health Check-up in Tottori University? Yes No

8. Oversea Security Measure

In my travel abroad, I will take Overseas Security Measures made by Tottori University on the reverse side.

Date of Report (yyyy/mm/dd) _____ Signature _____

9. Family Agreement (Japanese Students Only) Name _____ (seal)

10. For Instructor of Sponsoring Organization Use Only

I have acknowledged and instructed the above-mentioned student's traveling abroad.

I have confirmed that he had already taken a medical checkup

If perchance an accident occurs during the travel, I will make an all-out effort to solve it.

Confirmation Day _____ Year _____ Month _____ Day _____ Name _____ (seal)

Tottori University Oversea Security Measures

- 1) Get a medical checkup and join the Overseas Travel Accident Insurance prior to departure.
- 2) Thoroughly read the “Kaigai Anzen Tora no Maki (handbook for oversea travelers)” issued by ministry of Foreign Affairs before departure. (http://www.anzen.mofa.go.jp/pamph/pdf/tora_2012.pdf)
- 3) Visit Following Web site and get enough information about the country of destination, and then make appropriate decisions on the travel depending on its security information level.
Ministry Foreign Affairs (<http://www.pubanzen.mofa.go.jp>)
Health, Labor and Welfare Ministry (<http://www.forth.go.jp/>)
- 4) Get your parents’ permission to go abroad before departure.
- 5) Obey the rules and regulations of the destination country and behave in a responsible manner for self-safety.
- 6) Take full responsibility for any self-caused accident.