

## **Registration for overseas travels and foreign student's temporary return to home country**

This registration aims to keep track of overseas activities of students, and allows us to act as promptly as possible when you encounter an accident, disasters and any other forms of emergency.

Students who go abroad for attending international congresses, internships, private travel, and others should submit this registration.

If the travel is for the official educational program and education program of HU, you may not submit this registration.

Foreign students who plan a temporary return to their home country **have to request his/her supervisor to approve the plan and put the stamp or signature in the box of supervisor's name. The staff of office will give you the important advice for your travel.**

Please fill the Japanese or English form, and submit to the office before you leave for the travel.

Submit to: Student office, Graduate School of Biosphere Science and School of Applied Biological Science

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# Registration for overseas travels and foreign student's temporary return to home country

Year      month      date

To Dean of School of Applied Biological Science, Graduate School of Biosphere Science

Student ID No.		Name	signature
Phone number (home)		Phone number (mobile)	
Name of supervisor or tutor	(Supervisor's stamp or signature only in the case of temporary return to home country)	E-mail	

I wish to register my overseas travel, or temporary return to my home country as follow.

Notice

## Contacts during my travel

Type of overseas travel	<Personal study abroad and trips> *including the trips with supervisor knowledge, and even with leave of absence from school. private study abroad (Language training, short term study)    research    presentation at a meeting U h h Y b X ] b [ ' U ' a Y v u n d e r b [ w o r k i n g h o l i d a y b l o c k temporary return to home country    others (Trips for students activities etc.)		
Duration	Departure JPN	Year	Month    Date – Reentry JPN    Year    Month    Date
Places to be visited (country, city)			
Country of transit (country, city)			
Destination address and name	Address Name of place Name of contact person Phone number with country code number E-mail must be accessible abroad		
Accommodations address and name	Address Name of accommodation Phone number with country code number		
Insurance for disasters and accidents during student's education and research	Have you bought it?    Yes,          Not yet If not yet, buy it immediately. If your travel is for official educational program of the university, you can use this insurance even abroad.		
Insurance for accidents of overseas travelers	Have you bought it?    Yes,          Not yet If not yet, buy it immediately.		
Name of company providing accident insurance for overseas travelers		Number of accident insurance policy for oversea travelers	

## Contact person in Japan in case of emergency (family, supervisor (only name), etc.)

Name		Relationship	
Address			
Phone number (home)		Phone number (mobile)	

I have confirmed the following by myself (check appropriate boxes)

<input type="checkbox"/> I have submitted the trip schedule to my family or supervisor, and they have approved it. <input type="checkbox"/> I have confirmed that the notice of danger is not released from the Ministry of Foreign Affairs (JPN) for my visiting place and country.
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(Note) The personal information in this form will be used for risk managements during your travel, and only when it is necessary for supervision of your study, following the Personal Information Protection Law of Japan.