学科長印 (院生は不要)	指導教員印	学科/専攻 事務室確認印

## Notification of Overseas Travel

Date: year \_\_\_\_\_ month \_\_\_\_ day \_\_\_\_

To: The Dean, Faculty/Graduate School of Engineering

Division/Department Year admitted/Transferr	ed.	Vear of s	tudy		Address	Zip code	Phone
Student ID No.			_				
Name (Please write by hand	.)				E-Mail		
I hereby present notifica	tion that I	will travel	overse	eas, a	s describ	ed below:	
(1) Purpose: (Please selec	t one of the	following.	If you s	select	No. 10, p	lease provide	further details)
1. Leisure 2. Visit	home / Ex	tracurricul	ar acti	vities	s 3. Lar	nguage study	4. Study 5. Internship(*1)
6. Japan overseas coo	peration v	olunteers	7. Re	searc	h 8. Fie	eldwork 9-	1. Academic meeting/conference
and Research activitie	es (*2)	9-2. Acade	mic m	eetin	g/confere	ence	
10. Other					11	. Joint Degre	ee / Double Degree
*1Choose Internship on	ly if you inte	end to have	workin	g exp	perience.		
presenting and participatin select <b>No.9-2</b> .	ıg in acaden	nic conferenc	es. If yo	our pu	rpose is sir	nply to make a	duct fieldworks, etc. on-site in addition a presentation or participate in the meeting
							nonthday
*If your purpose falls into any of	-	-	-		-		
(3) Destination(s):							
<u>* m case you v</u> Form No.9-a			<u>itry and</u>	<u>a you</u>	<u>r purpose</u>	<u>fails into any</u>	of 3 to 10 above, please attach
(4) Hosting institution: _							
(5) Program name:							
*Please attach							
(6) Scholarships, Sponso	-			~			
(7) Please choose one of							
		<u> </u>				institution du	
2.	I intend to	earn acadei	nic cre	dits a	it Kyoto U	niversity duri	ing this trip.
3.	I do not int	end to earn	acader	mic ci	redits dur	ing this trip.	
(8) Emergency contact in	n Japan du	ring period	l of tra	vel:			
Name		Relation	ship			Tele	phone No.
(9) Contact details durin	g period of	f travel:					
E-Mail						Passport N	0
	Address Telephone No						
(10) Travel insurance:							
Name of compan	y				]	Insurance No	)
							a) net systems:

1. I have already registered.

- 2. I will register before departure.
- 3. I do not need to register (as I am not a Japanese national).
- (12) Items to be confirmed regarding security export control regulations:

(<u>https://www.kyoto-u.ac.jp/ja/research/rule/export</u>)

- ① Will any forms of technology be provided to others during the overseas travel? <u>Yes / No</u>
- ② Will research equipment, measuring instruments, samples, etc., other than commercially available computers, digital cameras, and mobile phones be carried or sent separately to the oversea travel destination? <u>Yes / No</u>

\*In the case of overseas travel for personal purposes, please select "No" for both( $\bigcirc$ 2) of the questions. Examples of "personal purposes":

- · Tourism, returning to home country, extracurricular activities
- Self-financed study abroad
- Personal job hunting, etc.

\*In the following cases, please select "No" at ① question.

- In the case that technical information, etc., taken abroad will be used only for personal purposes, and will never be provided or disclosed to others.
- In the case that information will be provided at an international conference, academic meeting, etc., in which anyone can participate, as there are no eligibility restrictions on participation.
- \*If you answered "Yes" to either ① or ②, please inform your primary supervisor as additional procedures are required.

[For Official Use]

Leave of Absence	Exchange Agreement	Credit transfer	JD./DD.

## Confirmation of Eligibility to Join the Japan IR&C Support Center Emergency Support Service

The IR&C is intended for risk management as a university, such as accident response costs and compensation payments, in the event that undergraduate/graduate students encounter unforeseen situations such as incidents or accidents overseas. (This support service does not cover the medical expenses of students themselves.)

Please confirm the following items, and be sure to complete the necessary procedures.

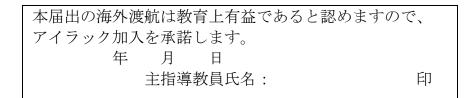
- 1. Is the purpose of the trip personal (Travel, Leisure, Visit-home, etc., excluding research activities)?
  - YES  $\rightarrow$  You do not need to join the IR&C (Confirmed).
  - NO  $\rightarrow$  2 question

2. Have you already joined the IR&C for a study abroad program implemented by Kyoto University, such as an exchange program?

- YES  $\rightarrow$  Confirmed
- NO  $\rightarrow$  3 question
- 3. Who will pay for travel expenses?
  - Public expenses (Faculty of Engineering/Graduate School of Engineering)
  - $\rightarrow\,$  Submit a copy of the Travel Expenses Application form . Confirmed
  - Public expenses (other than Faculty of Engineering/Graduate School of Engineering)  $\rightarrow$  4 question, and submit a copy of the Travel Expenses Application form
  - Private expenses  $\rightarrow$  4 question

4. The purpose of the travel is research such as fieldwork, research, academic meeting, seminars, etc., and dose the primary supervisor agree that the travel is educationally beneficial?

• YES $\rightarrow$ Please get your primary supervisor's consent to join the IR&C in the field below.



• NO  $\rightarrow$  You do not need to join the IR&C (Completed).

Those who have received your primary supervisor's consent to join the IR&C in 4 question above is required to submit the following documents in addition to this form (Notification of Overseas Travel).

- Travel itinerary that shows the entire schedule (Please include the flight number of the plane)
- A Copy of overseas travel insurance card
- \*Treatment and rescue costs: Choose a plan with unlimited coverage and the lowest insurance premiums.

 $\bigcirc$ Where to submit and contact

- Undergraduate students: Each Student Section office
- · Graduate students: Graduate Student Section of each cluster