

Chairperson of Division	Supervisor

(Form No. 9)

## Notification of Overseas Travel

Date: year\_\_\_\_\_month\_\_\_\_\_day\_\_\_\_\_

To: The Dean, Graduate School of Agriculture

Graduate School of Agriculture Division\_\_\_\_\_

Graduate School\_\_\_\_\_ Department\_\_\_\_\_

Year admitted/Transferred:\_\_\_\_\_ Year of study\_\_\_\_\_

Student ID No. 

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Name\_\_\_\_\_ Signature / Official seal\_\_\_\_\_

Address\_\_\_\_\_

Zip code\_\_\_\_\_ (Mobile) Phone\_\_\_\_\_

E-Mail\_\_\_\_\_

I hereby present notification that I will travel overseas, as described below:

(1) Purpose: 1. Leisure 2. Visit home 3. Language study 4. Study 5. Internship(\*)

6. Japan overseas cooperation volunteers 7. Research 8. Fieldwork

9. Academic meeting 10. Other (specify) \_\_\_\_\_

*\*Choose Internship only if you intend to have working experience.*

(2) Period: FROM year\_\_\_\_\_month\_\_\_\_\_day\_\_\_\_\_ / TO year\_\_\_\_\_month\_\_\_\_\_day\_\_\_\_\_

(3) Destination(s): \_\_\_\_\_

*\* In case you visit more than one country and your purpose falls into any of 3 to 10 above, please attach Form No.9-a for each destination.*

(4) Hosting institution: \_\_\_\_\_

(5) Program name: \_\_\_\_\_

(6) Scholarships, Sponsors, etc.: \_\_\_\_\_

(7) Please choose one of the following: \_\_\_\_\_

1. I intend to earn academic credits at Kyoto University during this trip.

2. I intend to earn academic credits at the host institution during this trip.

3. I do not intend to earn academic credits during this trip.

(8) Emergency contact in Japan during period of travel:

Name\_\_\_\_\_ Relationship\_\_\_\_\_ Telephone No. \_\_\_\_\_

(9) Contact details during period of travel:

Address\_\_\_\_\_ Telephone No. \_\_\_\_\_

E-Mail\_\_\_\_\_ Passport No. \_\_\_\_\_

(10) Travel insurance:

Name of company\_\_\_\_\_ Insurance No. \_\_\_\_\_

### 【大学使用欄】

交流協定・覚書	休学	アイラック (緊急事故支援保険等)
		加入済 <input type="checkbox"/>

(Divison Office )

Notification of Overseas Travel (Form 9-a)

(1) Purpose  Choose one from below: 3. Language study 4. Study 5. Internship (※) 6. Japan overseas cooperation volunteers 7. Research 8. Fieldwork 9. Academic meeting 10. Other (                    )	(2) Traveling period		(3) Destination	(4) Hosting institution	(5) Program name	(6) Scholarships, Sponsors, etc.	(7) Earning academic credits during this trip.  Please choose one of the following:  1. Intend to earn credits at Kyoto University.  2. Intend to earn credits at the host institution  3. No earning credits.
	FROM  year/month/day	TO  year/month/day					

※Choose Internship only if you intend to have working experience.

To: Students of Faculty and Graduate School of Agriculture (GSA)

- Submission of Notification of Overseas Travel Form

Always submit a Notification of Overseas Travel form when you travel overseas. It is highly recommended to enter your email address in the designated column of the form to receive notifications regarding your studies and safety from the Student Affairs Office during your overseas travel.

Also, if you study abroad as a part of the university's program, send an email of arrival confirmation to either of the following email addresses on your arrival at the host university.

(For undergraduate students)

Email: [agri-kyoumu1@mail2.adm.kyoto-u.ac.jp](mailto:agri-kyoumu1@mail2.adm.kyoto-u.ac.jp)

Tel: +81-75-753-6012

(For graduate students)

Email: [agri-kyoumu2@mail2.adm.kyoto-u.ac.jp](mailto:agri-kyoumu2@mail2.adm.kyoto-u.ac.jp)

Tel: +81-75-753-6014

Contact us in the case of accidents/problems during your overseas study. Any questions are also welcomed (e.g., your studies after returning to Japan).

- Coverage of Overseas Travel Insurance

Overseas medical treatment is not covered by Japan's health insurance, and may incur high expenses depending on your destination. The university does not specify particular insurance companies/plans, but you must make sure to take out insurance with sufficient coverage (e.g., Study Abroad Insurance Coupled with PAS "*Futai Kaigaku*" or AIU Overseas Travel Insurance) when you go abroad for academic purposes. Credit card travel insurance is not recommended because its coverage for medical and rescuer's expenses is generally quite limited. Also, be sure to examine types and amount of coverage on guidelines of insurance when the host university instructs you to take one out.

- Access to KULASIS from Overseas

You can register courses and check academic transcripts/records on KULASIS even during your period of study abroad. Note that the deadlines and access restriction times are in principle set in accordance with Japanese Standard Time.

GSA provides information with students on the Student Affairs and Welfare Information section of KULASIS, so it is recommended to check it regularly. Applications via email can be accepted in certain cases.