

Chairperson of Division	Supervisor

(Form No. 9)

Notification of Overseas Travel

Date: year_____month_____day_____

To: Dean of the Graduate School of Agriculture

Graduate School of Agriculture

Division_____

Year_____admitted/advanced/transferred: M1 M2 D1 D2 D3

Student ID No.

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Name _____(sign)_____

Address _____

(Mobile) Phone_____

E-Mail _____

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

Period:

FROM: year_____month_____day_____ / TO: year_____month_____day_____

Destination(s): _____

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: _____)

Emergency Contact in Japan during Period of Travel:

Name_____ Relationship_____ Telephone No. _____

Contact Details during Period of Travel:

E-Mail_____

Address/Telephone_____

Passport Number _____

If purpose nos. 3–8 (above) were selected, please provide further details:

Program name/hosting institution

1. Not applicable

2. If applicable, write program name/hosting institution and attach any relevant documents describing the program. _____

Source of funding

1. University funds 2. Scholarship/Grant (Name: _____)

3. Self-funded 4. Other (specify: _____)

Travel Insurance:

Name of Company:_____ Insurance No.:_____

(Division Office: _____)

【Please turn over】

【Back side】

The following documents may be omitted in case of a travel while on a leave of absence from university.

If the purpose of travel applies to either Study, Research, Fieldwork or Academic meeting, submit the following documents. Those who travel to participate in programs (e.g. training/internship, summer school) applied through Kyoto University must also submit the followings.

Documents to attach:

1. Written Notice of Student Overseas Travel

If there is no fax number available, attach an envelope with the address where you would like it to be sent.

In case the person you want to notify of your travel is your supervisor or someone residing outside Japan, this form can be omitted.

2. Pledge form

3. Copy of Travel Insurance Certificate

In principle, students should apply for his/her personal travel insurance provided by an insurance company rather than using the credit card collateral.

4. Letter of Reason of Overseas Travel

In case the duration of travel exceeds three months, submit the letter filled by your supervisor. The letter is free format. When you travel while you take a leave of absence from school, this letter can be omitted.

【For Official Use】

Exchange Agreement	Leave of Absence	Accident & Emergency Insurance etc.