(Revised in September 2012)

**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)

※　Your personal information written this time won’t be used except for a purpose of the oversea security management use.

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)

1. 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/)

1. 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.