Date of submission

(yy/mm/dd)

To the Dean of College of Arts and Sciences,

The University of Tokyo

Notification of Overseas Travel

Students enrolled in the College of Arts and Sciences are required to submit this form to the International Student Section at least ten days before travelling abroad.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | College of Arts and Sciences  (Senior Division) | Academic Status  (Only for non-degree courses) | | 1. Undergraduate Research Student  2. Undergraduate Auditor |
| Department/Program | Department Course/Program | | | |
| Student ID No. |  | | | |
| Name in full | (Family name/ Surname) , (Given name) (Middle name) | | | |
| Period of Travel | ～  From Year Month Day To Year Month Day | | | |
| Destination | Country：　　　　　　　　　　　City/Region： | | | |
| Contact Information during Your Travel | （Destination Information）\*Fill in if applicable.  Name of Institution：  Location：  Telephone number：  Name of person in charge：  E-mail address： | | | |
| （Contact Information）  Telephone number：  E-mail address：  Address of Accommodation：  Tel. of Accommodation： | | | |
| Purpose of Travel | 1. Studying abroad （Name of Program：　　　　　　　　　　　　 ）  2. Class（Name of Class：　　　　　　　　　　　　　　　 　　　　）  3. Hands-on Activities（Name of Program：　　　　　　　　　　　　　）  4. Sightseeing 　5. Going back to home country  6. Others（　　　　　　　　　　　　　　　　　　　　　　） | | | |
| Emergency Contact in Japan | Name：　　　　　　　　　　　Relationship to Traveler：  Telephone number： | | | |
| Enrollment in Accident Insurance | Have you been enrolled in any accident insurance?  Yes・No | | Period of Insurance  ～ | |
| Use of OSSMA | Have you applied for the OSSMA service?  Yes・No | | Period of Contract  ～ | |

Please turn over.

Schedule

|  |  |  |
| --- | --- | --- |
| Date | Destination(Accommodation) | Contact Information |
|  |  |  |

【Notes】

1. Please fill in all information which has been confirmed at this moment. If anything in the form changes please inform the International Student Section at your earliest convenience.
2. Students of the College of Arts and Sciences are required to submit this notification to the International Student Section regardless of the period of overseas travel.
3. Upon the request of MOFA (Ministry of Foreign Affairs of Japan), all students (excluding those who do not have Japanese nationality) that plan to stay abroad for more than three months need to submit “在留届”. For less-than three months stay, please register yourself at the system “たびレジ” produced by MOFA. For more information, please check MOFA’s website carefully.
4. For information on application for OSSMA, refer to “OSSMA procedures at the College/Graduate School of Arts and Sciences” on the website of The University of Tokyo, Komaba. URL: http://www.c.u-tokyo.ac.jp/eng\_site/fas/procedures/voyage/

※Your personal information acquired by the University through this notification will be used in services related to safety management and communication during your overseas travel. It will not be used for any other purpose.