

To Students,

Vice President (International Affairs)

**Overseas Travel Procedures [Important]**  
**(For those who are traveling for self-arranged study abroad or sightseeing.)**

In overseas locations, "Protecting yourself" is a basic principle. All Kanazawa University students planning to travel abroad must complete the following five procedures before their respective deadlines. For further details, please visit the Kanazawa University website's 'International Exchange' and Study Abroad page. All necessary forms are available on the web page.

**0. [Before Traveling] : Consider your destination**

When considering traveling abroad, first check safety information for your destination country/region on the Ministry of Foreign Affairs' Overseas Safety Website's "Overseas Safety Information by Country/Region."

**Ministry of Foreign Affairs Overseas Safety Website:**

<http://www.anzen.mofa.go.jp/masters/explanation.html> (\*in English)

■ **If the level is "Level 2" or above:** Travel is prohibited.

**1. [Before Traveling] : Watch Overseas Risk Management Orientation video, Gather Information, and Get Vaccinated, etc.)**

**1. Watch Overseas Risk Management Orientation video**

■ **How to watch the video** ■ Go to the "[Overseas Travel Procedures](#)" in the International Relations Department LMS course ⇒ Watch the "Overseas Risk Management Orientation" video (explained in Japanese language only.)

※After watching the video, you will be required to take a test to confirm your understanding of the orientation.

**2. Register for the travel registration service (たびレジ(Tabi-Regi))**

**Ministry of Foreign Affairs:** <https://www.ezairyu.mofa.go.jp/>

※By obtaining to the university-designated risk management service, you will automatically be registered with "たびレジ(Tabi Regi. )" Please review your registration details and make any necessary corrections accordingly.

**3. Others (Obtaining a visa, Vaccinations, Preparing emergency contact information, etc.)**

Depending on your destination and duration, you may be required to obtain a visa or receive vaccinations. Please be sure to make sufficient preparations by checking the Ministry of Foreign Affairs' Overseas Safety Website and [the Ministry of Health, Labor and Welfare's Quarantine Station website](#), and by using materials from the Overseas Risk Management Orientation to gather various information. Please also remember to prepare the "Emergency Contact Information for Overseas Travel." (The form is available from [here](#))

## 2. 【Before Traveling Overseas】 : Submit required documents

### 1 'Overseas Travel Notification'

■ How to submit ■ Go to the "[Overseas Travel Procedures](#)" in the International Relations Department LMS course⇒ Fill out the "Overseas Travel Notification"

\*All students must submit it prior to the departure. 4 weeks ahead is preferred.

### 2 '留学届 (Ryugaku todoke, Study abroad application)/ 休学届 (Kyugaku todoke, Notification for temporary absence from school)' (if applicable)

■ Where to submit ■ Your affiliated student affairs office

※ Submission of "留学届 (Ryugaku todoke, Study abroad application)" is required if you plan to study abroad for one quarter or longer through such as an exchange program, and wish to include this period in the duration of enrollment. If you intend to take a leave of absence, please submit the "休学届(Kyugaku todoke, Notification for temporary absence from school)."

## 3. 【Before Traveling Overseas】 : Obtaining Overseas Travel Insurance

Obtain general overseas travel insurance. When enrolling, please ensure that the coverage is sufficient. Our designated "Gakken Sai Attached Overseas Study Insurance (abbreviated as Futaigaku)" and crisis management services are not eligible.

## 4. 【During the trip】 : Contact relevant parties

Always carry the "Emergency Contact Information for Overseas Travel" with you and regularly contact and report to your family.

## 5. 【After Returning to Japan】 : Submit a Return Notification

### 1. "Return Notification"

■ How to submit ■ Go to the "[Overseas Travel Procedures](#)" in the International Relations Department LMS course⇒ Fill out the "Return Notification"

\*Please submit it within one week of returning to Japan.

### 2. Others

If you feel unwell within 72 hours of returning home, please see a doctor and check your overseas travel insurance procedures for reimbursement.



LMS course



KU Website

Contact  
Study Abroad Promotion Section  
International Student Exchange Division  
International Relations Department  
E-mail: [studyabroad@adm.kanazawa-u.ac.jp](mailto:studyabroad@adm.kanazawa-u.ac.jp)