

# Safe travels abroad

Be prepared and take necessary precautions for your safety.



## Before travel

### 1. Get informed



The basics of safety measures are **“to be responsible for protecting yourself”** and **“prevention is the best crisis management”**. When you are traveling abroad, you should first and foremost be up to date on safety information.

- Confirm safety information (including public security, infectious diseases, and natural disasters, etc.) through the **overseas safety website of the Ministry of Foreign Affairs** of Japan (MOFA JAPAN) (<http://www.anzen.mofa.go.jp/>) or other similar sources.
- Confirm tips to stay safe and ways to handle troubles through **“Kaigai Anzen Toranomaki”** (Safety tips for overseas travel) issued by MOFA Japan ([http://www.anzen.mofa.go.jp/pamph/pamph\\_01.html](http://www.anzen.mofa.go.jp/pamph/pamph_01.html)) or other similar sources.
- Familiarize yourself with local **laws, regulations, religious restrictions, culture, and customs**, and act accordingly.



MOFA Japan's overseas safety website



Kaigai Anzen Toranomaki



### 2. Prepare and enroll

- Obtain a **passport** and confirm the remaining period of validity on your passport. Obtain required **visa(s)**. If you are a non-Japanese national, also confirm the re-entry permit procedures in Japan.
- Japanese nationals are recommended to enroll in MOFA Japan's **“Tabi-reji”** (<https://www.ezairyu.mofa.go.jp/tabiregi/>). If your travel schedule is not yet confirmed, it is recommended that you enroll in **“Kan-i (Tentative) Tabi-reji”**. Those enrolled can receive the latest safety information, as well as emails or phone calls from the pertinent embassy/consulate of Japan in the event of an emergency in the destination country.
- Non-Japanese nationals residing in Japan may register in “Tabi-reji” to obtain the latest information on travel safety from MOFA Japan. However you are advised to register in safety information and alert notification system of your country (if any).
- Submit a **“Overseas travel notification”** (*Kaigai toko todoke*), and other required document(s) to Kyoto University.



Tabi-reji

[Note] As for document(s) required to be submitted to Kyoto University, confirm with your department.

**All students traveling abroad including for personal purposes are required to submit an “overseas travel notification” to your department at Kyoto University.**

### 3. Be prepared for emergencies



- Prepare and carry an **emergency contact list** with you while traveling abroad. Share the list **with your family** and your department at Kyoto University.
- Prepare two copies of **important documents** such as passport, travel insurance certificate, medical certificate, international driving license, and **carry one each with you and give the other to your family**.
- Confirm the location and contact information of **embassies/consulates** in your destination country. Ask for help from the embassy/consulate if you are in a situation where your life and physical safety is threatened. Embassies and consulates can provide **24-hour assistance** in the event of emergencies.
- Always secure a means of communication to receive **alert information/safety confirmation notice** from Kyoto University.

## 4. Get insured



- Costs for medical treatments and emergency relief abroad may be expensive. Accordingly, purchase a **travel insurance** with sufficient coverage, **even for a short travel period**. **An insurance plan with unlimited coverage for medical treatment and relief expenses is strongly recommended.**  
**All students: If you purchase a study abroad insurance “Futai Kaigaku” offered by the Japan Educational Exchange and Services, all plans include unlimited coverage for medical treatment and relief expenses.**
- [Note] Be aware that you may be required to purchase a local health insurance depending on your visa status.
- Give a copy of your travel insurance certificate to **your family to share the details of the coverage**.
- When you are registered with any **overseas emergency support service** (such as IR&C) at your department, you may receive a **registration certificate and contact information of a 24-hour support desk**. Please keep them handy and share them with your family.



## 5. Health management

- Check the health information of your destination country(ies) through the websites of **the Quarantine Information Office, Ministry of Health, Labour and Welfare of Japan (FORTH)** (<http://www.forth.go.jp/>), **World Health Organization (WHO)** (<http://www.who.int/>), etc., where information on vaccinations and infectious diseases is also available.
- Take a health checkup before traveling abroad.
- If you are currently under medical treatment, consult with your doctor about how to deal with it during your travel and prepare required medical certificate(s), prescription(s), and prescribed medicine(s).
- Be aware that if you bring medicines into your destination country(ies), you may be asked to present a medication certificate in a foreign language such as English.
- Check **vaccination(s)** required or recommended and follow the instructions of your doctor to receive pertinent vaccination(s). You may be asked to present a “vaccination certificate” at immigration inspections.
- Complete a **dental treatment** before traveling abroad as dental treatment may not be covered by your insurance, may be expensive, or may cause technical and hygienic problems.
- Prepare **medicines and sanitary goods** you need depending on your travel destination and the length of your travel.  
Examples of medicines: medicines for pre-existing disorders, antipyretic analgesics, general cold remedies, medicines for intestinal disorders.  
Examples of sanitary goods: **insect repellents**, adhesive plasters, eye drops, flu masks, a spare pair of glasses.
- [Note] Medicines in the form of **capsules and tablets** (instead of in granular form) are recommended in order to avoid troubles at baggage and immigration inspections. In addition, put them in carry-on baggage in order to prevent them from being lost.
- Check the locations of **hospitals where medical expenses incurred would be covered under your insurance and the nearest advanced medical care hospitals** at your destination.



FORTH



WHO

During travel

## 6. On arrival



- After arriving at your destination, promptly **report your arrival** to your family, Kyoto University, etc.
- Japanese nationals who may reside abroad for 3 months or longer are obliged to submit a residence notification to the embassy/consulate of Japan as soon as the residence has been decided (Passport Act, Article 16).  
Online notification of residence: ORRnet (<https://www.ezairyu.mofa.go.jp/RRnet/index.html>)
- Non-Japanese nationals: Confirm laws and regulations on residence abroad of your country such as requirement of residence notification and act accordingly.
- Follow the necessary local procedures for international travelers such as resident registration.
- Be sure to participate in **orientations** at your host university or organization (if any) and confirm local laws and regulations, and rules of the host university or organization.



ORRnet



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## 7. Safety measures and health management



- Always **stay alert and keep up to date on safety information** during your travel. Confirm safety information provided by the embassy/consulate, notifications from local governments, local media coverage, etc.
- **Regularly contact** your family, Kyoto University, and concerned parties.
- As well as following local laws and regulations, **take safety and health measures at all times:**
  - ① **When going out:** Avoid going out alone or at night. Check the dress code for your destination. Try not to wear or carry luxury items such as watches or smartphones, or avoid making them visible. Do not post your schedule on social media. Take a licensed taxi.
  - ② **Hotel:** Stay in middle floors where you can ensure your safety and prompt evacuation. Be sure to use the security door chain.
  - ③ **Prevention of diseases:** Avoid raw foods, tap water and **ice** in places with poor hygienic conditions. Use **insect repellents**/mosquito nets and avoid exposing your skin in the area where insect-borne infectious diseases spread. Do not get close to animals carelessly to prevent animal bites or scratches which may cause rabies infection.
- **To stay safe from terror attack :**
  - ① **Airport:** Avoid staying in areas with unrestricted access for extended periods. Promptly leave the airport after arrival. At the time of departure, promptly complete the check-in procedures and wait in **areas with restricted access** (areas where only travelers after the departure procedures can enter).
  - ② **Hotel:** Stay in middle floors where you can ensure your safety and prompt evacuation. Do not stay too long on the lobby, first and second floors.
  - ③ **Restaurant:** Avoid restaurants where many foreigners gather, ones located in dead end streets, ones with only one entrance (exit), glass-walled restaurants, open-air cafés, etc.
  - ④ **Visiting places:** Avoid **government-related facilities and places where crowded with many unspecified people** such as shopping malls and tourist attractions. Avoid going out on Friday nights and national holidays when attacks are more likely to take place.

## 8. Emergency response



If you are involved in an accident or in an emergency situation, **your top priority is your own safety.** After securing your own safety, ask for assistance from the local police, embassy/consulate, your family, Kyoto University, and/or any pertinent institution. Be sure to report your status to your family and Kyoto University.

### [Points of emergency contacts available 24 hours]

- ① **Pertinent embassy/consulate in your destination country**
- ② **Travel insurance help desk**
- ③ **If you are registered with an emergency support service for overseas travel (such as IR&C), be sure to contact their 24-hour emergency support desk.**

- **If you become sick or are injured.**
  - ➔ Ask the travel insurance help desk for appropriate hospitals and receive medical services and care. If you cannot receive **cashless** services, pay the fee in cash or by your credit card and receive necessary documents from the hospital such as a receipt and submit a claim for reimbursement to your insurance company at a later date.
- **If you are involved in an accident.**
  - ➔ Secure your own safety, contact those in the emergency contact list such as police, ambulance, and embassy, and ask for rescue or assistance.
- **If you lose or have your belongings stolen.**
  - ➔ Report it to the local police and obtain a **police report**. It is necessary for passport issuance application and/or insurance claim. If you lose or have your credit card stolen, promptly report it to your credit card company.
- **If you are robbed or kidnapped.**
  - ① **Robbed:** Do not resist. Do not call out in a loud voice. Do not stare or chase the criminal. Be particularly **cautious of deadly weapons to prevent additional damages.**
  - ② **Kidnapped:** Do not resist. Avoid topics such as politics, religion, and ideology. Eat and drink to maintain physical and mental health to the extent possible and wait to be rescued.
    - ➔ After you are released, promptly report it to the local police. Consult with pertinent embassy/consulate, if necessary.
- **If you are affected by a large-scale natural disaster or are involved in riots.**
  - ➔ Collect safety information and take necessary measures to secure your own safety such as evacuation, asking for assistance. **Contact pertinent embassy/consulate to request for assistance.**
- **If you encounter a terror attack.**
  - ① If you hear **the sound of an explosion or a gunshot**, immediately lie down on the ground while protecting your head.
  - ② Promptly evacuate from the scene while maintaining low posture. If you cannot evacuate from the place, hide yourself behind a sturdy object. Receive assistance from local authorities, if possible.
  - ③ After evacuating to a safe place, contact those in the emergency contact list such as local embassy/consulate, your family, Kyoto University, to request for assistance.



# Safety checklist



## Before traveling abroad

check



1	Have you confirmed safety information on your travel destination through such sources as <b>the MOFA Japan's overseas safety website</b> ?	<input type="checkbox"/>
2	Have you become familiar with <b>local laws, regulations, religious restrictions, culture, and customs</b> ?	<input type="checkbox"/>
3	Have you obtained a <b>passport</b> and confirmed the remaining period of validity? Have you obtained required <b>visa(s)</b> (if applicable)?	<input type="checkbox"/>
4	Have you submitted a <b>overseas travel notification</b> and other required documents to Kyoto University?	<input type="checkbox"/>
5	(For Japanese nationals) Have you enrolled in MOFA Japan's " <b>Tabi-Reji</b> "? In case your travel schedule is not yet confirmed, you can still enroll in "Kan-i (Tentative) Tabi-regi". (For non-Japanese nationals) Have you enrolled in travel safety information and alert notification system of your country (if any)?	<input type="checkbox"/>
6	Have you secured a <b>means of communication</b> during your travel abroad? Have you prepared an <b>emergency contact list</b> and <b>shared it with your family</b> ?	<input type="checkbox"/>
7	Have you purchased travel insurance <b>with sufficient coverage</b> ? It is strongly recommended to purchase an insurance plan <b>with unlimited coverage for medical treatment and relief expenses</b> .	<input type="checkbox"/>
8	(Only those registered with IR&C) Have you confirmed the registration certificate and contact information on a 24-hour support desk (if the service is applicable) and then downloaded and installed the " <b>Eye Finder</b> " application on your smart phone or device?	<input type="checkbox"/>
9	Have you prepared copies of <b>important documents</b> (such as passport, travel insurance certificate) and given a copy of each document to your family? ➡ For details, refer to 3 on page 1	<input type="checkbox"/>
10	Have you checked health precautions such as <b>vaccinations</b> , health checkup, acquisition of medical certificate and medication certificate (in English), dental treatment? You may be required to present a "vaccination certificate" at the time of entry into your destination country in accordance with relevant laws and regulations. ➡ For details, refer to 5 on page 2	<input type="checkbox"/>
11	Have you prepared <b>medicines</b> (such as for pre-existing disorders, general cold remedies, antipyretic analgesics) and <b>sanitary goods</b> (such as <b>insect repellents</b> , adhesive plasters, flu masks)?	<input type="checkbox"/>



## During traveling abroad

1	(For Japanese nationals when reside abroad for 3 months or longer) Have you submitted a <b>residence notification</b> to a local embassy/consulate? (For Non-Japanese nationals) Have you checked your countries' laws and regulations on residence abroad and submitted a notification accordingly (if necessary)?	<input type="checkbox"/>
2	Do you always keep up to dated on safety information? ➡ Confirm safety information provided by embassies/consulates, announcements by local governments, local media, etc.	<input type="checkbox"/>
3	Do you stay alert and take safety measures at all times? ➡ For details, refer to 7 on page 3, " <b>Kaigai Anzen Toranomaki</b> " (Safety tips for overseas travel) on MOFA Japan's website ( <a href="https://www.anzen.mofa.go.jp/pamph/pamph_01.html">https://www.anzen.mofa.go.jp/pamph/pamph_01.html</a> ) and other similar sources.	<input type="checkbox"/>
4	Do you take measures to prevent diseases? ➡ For details, refer to 7 on page 3 and the information on the website of the Quarantine Information Office, Ministry of Health, Labour and Welfare of Japan ( <a href="http://www.forth.go.jp/">http://www.forth.go.jp/</a> ), World Health Organization(WHO) ( <a href="http://www.who.int/">http://www.who.int/</a> ), etc.	<input type="checkbox"/>
5	Do you retain copies of <b>important documents</b> such as passport, travel insurance certificate, etc.?	<input type="checkbox"/>
6	Do you keep your <b>emergency contact list and emergency card handy</b> in your passport case or purse?	<input type="checkbox"/>
7	Do you <b>regularly contact</b> your family, Kyoto University, and concerned parties?	<input type="checkbox"/>
8	Are you <b>prepared for an emergency</b> ? Have you prepared enough cash, dictionary, translation device, supply of water and foods, medicines, flashlight, radio, etc.?	<input type="checkbox"/>



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# Stay Safe!

# Emergency contact list & emergency card

Please fill out the items below, keep it handy in your passport case or purse, etc., and give a copy to your family.



## Emergency contact list

Contact	Name	Phone number	Email, etc.
Family, etc.			
Faculty, Graduate School, etc. at Kyoto University			
Help desk of travel insurance			
24-hour emergency support desk (such as I-RAC)			
<b>Emergency contacts in your destination country</b>			
Host university/organization			
Embassy/consulate			
Police			
Fire department			
Ambulance			
Help desk of local insurance			



## Emergency card

Cardholder identification		Emergency contact card	
Name (as in passport)		Embassy/consulate tel.	
Name (Japanese and/or local language)		address	
Date of birth		Host university/organization	
Nationality		tel.	
Passport number		Local contact (name & relationship to cardholder)	
Student ID number (if applicable)		tel.	
<b>Medical information</b>		Family (name & relationship to cardholder)	
Blood type	A B O AB (Rh + -)	tel.	+
Allergies			
Medical condition(s)		Kyoto University (name & relationship to cardholder) Faculty, Graduate School, etc.	
Current medication(s)		tel.	+81-
Other		Email	
KYOTO UNIVERSITY, JAPAN 		<a href="https://www.kyoto-u.ac.jp/en/">https://www.kyoto-u.ac.jp/en/</a> 	



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