



## ✈ Before traveling

# 1. Criteria for overseas travel permission



Kyoto University's "Criteria for overseas travel permission" are based on the overseas travel safety information and warnings issued by the Ministry of Foreign Affairs (MOFA). Persons authorized to grant permission for business trips for university-related work or to participate in university programs should do so in accordance with these criteria and in consideration of the safety of the travel and the destination, as well as all other relevant factors relating to the persons undertaking the travel. Even in the case of overseas travel for private purposes, including travel for research, sightseeing, or returning home, please confirm the safety information for the destination and make appropriate decisions regarding the planned travel based on these criteria.

Travel advice/warnings issued by the Ministry of Foreign Affairs (MOFA) of Japan (including warnings regarding infectious diseases)	Students		Faculty and staff members	
	Travel permission	Advice upon travel	Travel permission	Advice upon travel
<b>None</b>	<b>Permitted (in principle)</b> However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise caution and take appropriate safety measures.	<b>Permitted (in principle)</b> However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise caution and take appropriate safety measures.
<b>Level 1</b> Exercise caution	<b>Permitted (in principle)</b> However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise due caution and take the necessary safety measures.	<b>Permitted (in principle)</b> However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise due caution and take the necessary safety measures.
<b>Level 2</b> Avoid Non-essential travel	<b>Not permitted (in principle)</b> However, travel is permitted if it is deemed necessary and there are reasonable grounds to proceed with the travel.	Exercise utmost caution and take all possible safety measures.	<b>Requires consideration</b> Travel is permitted if there are reasonable grounds.	Exercise utmost caution and take all possible safety measures.
<b>Level 3</b> Avoid all travel (cancellation of travel recommended)	<b>Not permitted</b>	Cancel travel/ evacuate	<b>Not permitted (in principle)</b> However, travel is permitted if it is deemed necessary and there are reasonable grounds to proceed with the travel.	Exercise utmost caution and take all possible safety measures at both individual and organizational levels.
<b>Level 4</b> Evacuate and avoid all travel (evacuation recommended)	<b>Not permitted</b>	Cancel travel/ evacuate	<b>Not permitted</b> However, travel is permitted in emergency situations if it is absolutely essential.	Cancel travel/evacuate. Exercise maximum caution and take all possible safety measures at both individual and organizational levels when traveling in emergency situations.

March 23, 2018, Management Council, International Strategy Office

Please note:

1. These criteria are guidelines for granting permission for overseas travel. Persons authorized to give travel permission must give due consideration to the safety situation of the travel destination and all relevant factors regarding the persons who will travel.
2. In the case of travel to multiple countries or regions, the person authorized to permit the travel must **confirm the safety situations of all destinations.**
3. "Reasonable grounds to travel" must be determined based on a comprehensive consideration of the following factors: the purpose of the travel, safety information provided by other travelers/relevant organizations/collaborators, the situation with regards to collaborative activities relating to the travel, information provided on the overseas safety website of MOFA Japan, overseas safety information provided by other governments, media coverage regarding the safety of the travel destination(s), and all other relevant factors.
4. In the case that travel is permitted, additional requirements for the travelers (such as the submission of a pledge) should be included as necessary.

Includes safety checklist



## 2. Get informed



The fundamentals of safety are: “**be responsible for protecting yourself**” and “**prevention is the best form of crisis management.**” When traveling abroad, you should first and foremost ensure that you are up-to-date on the latest safety information.

- Confirm the safety information (including information on public security, infectious diseases, natural disasters, etc.) on the **overseas safety website of the Ministry of Foreign Affairs of Japan** (MOFA Japan) (<http://www.anzen.mofa.go.jp/>) and other reliable sources.
- Get tips on staying safe and ways to handle trouble from the **Kaigai Anzen Toranomaki** (Safety tips for overseas travel: <https://www.anzen.mofa.go.jp/pamph/pdf/toranomaki.pdf> [only available in Japanese]) pamphlet issued by MOFA Japan and other reliable sources.
- Familiarize yourself and act in accordance with local **laws, regulations, religious restrictions, culture, and customs.**
- Check the political stability and public security of the destination in advance. Take all appropriate precautions, and consider postponing the travel if there are concerns about political instability due to insurrection, civil war, elections, or other issues. **Confirm unsafe or dangerous areas with high rates of violence or robbery in advance, and avoid them.**



MOFA Japan's overseas safety website



Kaigai Anzen Toranomaki

## 3. Prepare and enroll



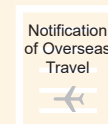
- Confirm the remaining period of validity of your **passport**, and obtain a new one if required. Obtain the necessary **visas**. If you are a non-Japanese national, confirm the procedures necessary to re-enter Japan.
- Japanese nationals are recommended to enroll in MOFA Japan's **Tabi-reji** (<https://www.ezairyu.mofa.go.jp/tabireg/>).  
If your travel schedule is not yet confirmed, it is recommended that you enroll in the **Kan-i (Tentative) Tabi-reji**. Once enrolled, you can receive the latest safety information, as well as emails and phone calls from the relevant embassy/consulate of Japan in the event of an emergency in the destination country.
- Non-Japanese nationals residing in Japan may register with Tabi-reji to obtain the latest travel safety information from MOFA Japan. If possible, however, you are advised to register with the safety information and alert notification system provided by your own country.
- Prepare an **emergency contact list** and carry it with you while traveling abroad. **Share the list with your family.**
- Prepare two copies of **important documents** such as your passport, travel insurance certificate, medical certificate, and international driving license. **Carry one of each with you and give the others to your family.**
- Confirm the location and contact information of the nearest **embassy/consulate** in your destination country. Ask the embassy/consulate for help if you are in a situation in which your life or 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 **alerts and safety confirmation notices** from Kyoto University.



Tabi-regi

### Check!

- Submit a **Notification of Overseas Travel** (*kaigai toko todoke*) to Kyoto University when traveling, including travel for private purposes or if returning to your home country. In the case of an emergency, the university will confirm your safety or contact you based on the information you provided in the Notification of Overseas Travel.
- Confirm and submit the documents required by your department for overseas travel.



# 4. Get insured



## Check!

Costs for medical treatment and emergency rescue while abroad may be expensive. Be sure to enroll in travel insurance with sufficient coverage, even for a short trip. An insurance plan with unlimited coverage for medical treatment and rescue expenses is strongly recommended.

All students: all *Futai Kaigaku* study-abroad insurance plans (<https://www.kyoto-kaigaku.jp/newpage16.html> [in Japanese]) provided by Japan Educational Exchange and Services include unlimited coverage for medical treatment and rescue expenses.

- Give a copy of your travel insurance certificate to your family to ensure that they know the details of the coverage.
- Please note that, depending on your visa status, you may be required to purchase health insurance at your destination.
- If you register with an overseas emergency support service (such as IR&C) through your department, you may receive a registration certificate and contact information for a 24-hour support desk. Please keep them to hand and share them with your family.



Futai Kaigaku study-abroad insurance



# 5. Health management

- Check the health information for your destination(s) on the websites of the **Quarantine Information Office of the Ministry of Health, Labour and Welfare of Japan (FORTH)** (<http://www.forth.go.jp/>), **World Health Organization (WHO)** (<http://www.who.int/>), etc. These websites also provide information on vaccinations and infectious diseases. Please see section 9 in pages 4-5 of this booklet regarding measures to prevent infectious diseases that spread internationally.
- Be sure to have a health checkup before traveling abroad.
- If you are currently receiving medical treatment, consult with your doctor about what to do regarding treatment during your travel, and prepare the necessary medical certificates, prescriptions, and prescribed medicines.
- Be aware that when bringing medicines into a destination country, you may be asked to present a medication certificate in English or another language.
- Check whether any **vaccinations are required or recommended**, and follow the instructions of your doctor to receive all appropriate vaccinations. You may be asked to present a vaccination certificate at immigration inspections.
- Complete any **dental treatment** before traveling abroad as dental treatment may not be covered by your insurance, may be expensive, or may cause logistic or hygiene problems.
- Prepare all **medicines and sanitary goods** that you will need at your travel destination and for the duration of your trip.  
Examples of medicines: medicines for pre-existing conditions, pain relief/anti-inflammatory medicine (aspirin, acetaminophen, etc.), general cold remedies, medicine for stomach upsets.  
Examples of sanitary goods: **insect repellents**, adhesive plasters, eye drops, face masks, a spare pair of glasses.  
Note: medicines in the form of **capsules and tablets** (instead of powders) are recommended in order to avoid trouble at baggage and immigration inspections. In addition, put medicines in carry-on baggage in order to prevent them from being lost.
- At your destination, **check the locations of hospitals at which medical expenses will be covered by your insurance, and nearby hospitals with English speaking staff who can provide assistance.**



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WHO

# 6. Safety Guide for Students Engaged in Overseas Fieldwork



This safety guide ([http://www.kyoto-u.ac.jp/en/about/publications/overseas\\_fieldwork](http://www.kyoto-u.ac.jp/en/about/publications/overseas_fieldwork)) provides information about the precautions that must be taken when engaging in overseas fieldwork. Please read this guide before travelling abroad for fieldwork. Be sure to also seek advice from your department, laboratory, and supervisor regarding the necessary precautions required for the research, and follow their instructions.



Safety Guide for Students Engaged in Overseas Fieldwork

During travel

# 7. On arrival



- After arriving at your destination, promptly **report your arrival** to your family, supervisor, etc.
- Japanese nationals who may potentially reside abroad for three months or longer are obliged to submit a residence notification to the embassy/consulate of Japan as soon as their place of 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 should confirm and follow the laws and regulations relating to residence abroad for their own country of nationality, such as requirements regarding residence notification.
- Complete the necessary local procedures for foreign nationals, such as resident registration procedures.
- Be sure to participate in any orientations held by your host university or organization, and confirm local laws and regulations, as well as the rules of the host university or organization.



ORRnet



## 8. Safety measures and health management



- During your travel, always stay alert and keep up to date on the latest safety information. Confirm safety information provided by the relevant embassy/consulate, notifications from local governments, local media coverage, etc.
- Keep in regular contact with your family, supervisor, and other relevant parties. If you will visit other countries or regions, share that information with your contacts, including your itinerary and where you will stay. In this case, please do not forget to register the additional destinations in Tabi-reji or other alert notification system in which you have enrolled.
- In addition to following local laws and regulations, **take appropriate safety and health measures at all times:**
  - ① **When going out:** Avoid travelling to dangerous regions. Avoid going out alone or at night. Check the dress code for your destination. Try not to wear or carry luxury items, such as expensive watches or smartphones, or avoid making them visible. Do not post your schedule on social media. Only use licensed taxis.
  - ② **At the hotel:** Stay in middle floors to facilitate safety and a prompt evacuation. Be sure to use the security door chain.
  - ③ **Prevention of diseases:** Avoid raw foods, tap water, and ice in places with low levels of hygiene. Use **insect repellents** and mosquito nets, and avoid exposing your skin in areas where there is a risk of insect-borne infectious diseases. Do not approach any animals, in order to prevent animal bites or scratches which may cause a rabies infection.
- **To minimize the risk of terrorist attacks:**
  - ① **At the 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** (i.e. areas after the departure procedures, which only travelers can enter).
  - ② **At the hotel:** Stay in middle floors to facilitate safety and a prompt evacuation. Do not stay too long in the lobby, or on first and second floors.
  - ③ **At restaurants:** Avoid restaurants where many foreigners gather, those located in dead end streets, those with only one entrance/exit, glass-walled restaurants, open-air cafés, etc.
  - ④ **When visiting places:** Avoid **government-related facilities and places crowded with random people**, such as shopping malls and tourist attractions. Avoid going out on Friday nights and national holidays when attacks are more likely.

## 9. Measures to prevent infectious diseases that spread internationally



Infectious diseases that spread internationally, such as Severe Acute Respiratory Syndrome (SARS, 2002–2003), novel influenza (2009–2010), Middle Eastern respiratory syndrome (MERS, 2012–), Ebola (2014–), and the novel coronavirus (COVID-19, 2019–), can severely damage the health of individuals, and also damage international society as a whole. It is therefore vital to take appropriate measures to prevent the spread of such infectious diseases.

### ① Gather all necessary information



In the event of an infectious disease outbreak which may become an international threat, gather information from reliable sources, including local governments, embassies, and other public organizations. Follow the rules and regulations of the country or region in which you are staying and take the recommend measures to prevent infection. Be sure to check the information on MOFA Japan's overseas safety website and the websites of the relevant local embassy, consulate-general, and local government, because the laws and regulations are different depending on the country (including the **penalties [detention, etc.] and fines imposed on those who violate the laws and regulations**). Confirm the following information:

- ① The latest information on the spread of the infection at the destination.
- ② Recommended preventive measures.
- ③ Hospitals that can treat disease, and that have staff or interpreters who can speak English or other languages available for assistance.
- ④ The country's policy on the disease (**travel restrictions**, stay-at-home orders or requests, orders to suspend the operation of universities and research institutes, orders for commercial facilities to suspend business, bans on meetings, requirements for wearing face masks, etc.).
- ⑤ **Immigration and departure restrictions** (denial of entry, suspension of visa issue and validity, suspended or reduced public transport services, including flights, etc.) and strengthened quarantine measures (mandatory testing, isolation, etc.)

\*Also confirm the border controls imposed on arriving travelers by the Japanese government (mandatory testing, quarantine, restrictions on the use of public transport, etc.).

### ② Take all possible preventive measures to prevent infection



- Maintain a healthy immune system with good nutrition, a balanced diet, regular exercise, quality sleep and rest.
- Wash your hands for more than 30 seconds or cleanse your hands with an alcohol-based hand sanitizer.
- When coughing or sneezing, cover your mouth and nose with a flexed elbow or tissue, or wear a face mask.
- Confirm the preventive measures that are effective against the disease, and take those measures.

Examples of measures to prevent novel coronavirus infection: maintain a safe social distance from others, reduce the frequency of contact with others, ventilate and disinfect rooms, etc.



### 3 Consider returning earlier than planned



To ensure your safety, consider returning to Japan or to your home country earlier than planned if you find that:

- It may be difficult to complete the planned study or research due to **travel or activity restrictions** imposed at the destination.
- It may be difficult for you to return or for people coming to aid you to enter the country that you are in due to **strengthened immigration and departure controls, such as travel restrictions, border closures, or suspended or reduced flights**.
- It may be difficult to receive proper medical care for the infectious disease (or other illnesses) as the local healthcare system is insufficient.
- **It may be difficult to sustain your daily life** as you cannot purchase enough food and daily necessities due to a lack of availability at supermarkets, etc., resulting from the closure of commercial facilities, or panic buying and hoarding.

If you cannot leave the country due to travel restrictions or border closures, contact the local embassy or consulate-general to ask for their help. The local embassy or consulate-general will contact travelers in the event of an emergency based on the information registered through the residence notification or Tabi-reji. It is therefore vital that you **register your information through the residence notification or Tabi-reji**.

### 4 If you are infected with a disease



**Be sure to confirm the policy of the country or region in which you are staying**, as different countries will take different measures. You may be required to consult with the designated contact point for persons who have been infected, or with a general practitioner. Report your situation to the local embassy or consulate-general, and request their help if necessary. **You must also report your situation to the university as soon as possible.**

### 5 If public safety deteriorates



When an infectious disease becomes an international threat, resulting cities being locked-down, the imposition of travel restrictions, and the suspension of businesses, economic problems arise and **the incidence of crime, including robbery and fraud, can also increase**. To ensure your safety, do not go out alone or at night. Take appropriate crime prevention measures. For example, **if you are confronted by a robber, do not try to resist as this may cause additional danger**.

### 6 Prejudice and discrimination



The spread of infectious disease can incite **prejudice or discrimination** against people from the region where the infection originated, or against **specific regions, races, or types of work among which the infection has spread**. In the past, there have been cases of discriminatory remarks, violence and harassment, medical institutions refusing to provide services to foreigners, shops or restaurants refusing of entry to foreigners, etc. Be careful not to become involved in any trouble caused by a careless remark or behavior when going out. If you feel that you are in any danger, try to leave the situation immediately and ensure your safety. If you get involved in any trouble, report your situation to the local police, and ask the local embassy or consulate-general for help if necessary.

### 7 In the event of a pandemic



Pandemics can affect many aspects of daily life, including international exchange. For example, since the spread of the novel coronavirus, populations around the world have been requested or required to follow new lifestyle habits in order to curb the spread of infection, often referred to as the **“new normal.”** The “new normal” generally includes measures such as maintaining a certain social distance from others, reducing the frequency of direct contact with others by studying or working online, compulsory wearing of face masks, checking health conditions such as body temperature before entering rooms or buildings, and ventilating and disinfecting rooms. As immigration restrictions may be imposed in many countries, including Japan, it may be difficult to travel overseas, and also difficult to implement international exchange. Universities may be forced to implement online classes, examinations, and experiments, use webinar platforms to hold international conferences, and **explore new approaches to international exchange**.

In the event of a pandemic, reconsider the necessity of overseas travel, and plan travel carefully. If you travel overseas, be sure to familiarize yourself with and follow the rules and regulations in the destination country or region, as well as the rules and regulations of individual universities and other organizations.

For reference:

- The Quarantine Information of the Ministry of Health, Labour and Welfare of Japan (FORTH): <http://www.forth.go.jp/>
- The Infectious Disease Surveillance Center (IDSC) of the National Institute of Infectious Diseases (NIID): <https://www.niid.go.jp/niid/ja/from-idsc.html>
- The World Health Organization (WHO) Disease outbreak: <https://www.who.int/emergencies/diseases/en/>



FORTH



NIID



WHO  
Disease  
outbreak



# 10. Emergency response



If you are involved in an accident or emergency situation, **your first priority must be your own safety.**

After securing your own safety, ask for assistance from the local police, embassy/consulate, your family, Kyoto University, and/or any other relevant institutions. Be sure to report your status to your family and to Kyoto University.

## Check!

### Emergency contacts available 24 hours

- 1 The relevant embassy or consulate in your destination country
- 2 Your travel insurance help desk
- 3 The 24-hour emergency support desk of an emergency support service for overseas travel, such as IR&C (if you are registered)



### If you become sick or are injured

- Ask your travel insurance helpdesk to recommend suitable hospitals at which to receive medical treatment and care.
- If you cannot receive **cashless** services, pay the fee in cash or using your credit card and receive the necessary documents from the hospital (such as a receipt and medical record), then submit a claim for reimbursement to your insurance company at a later date.

\*Please see Section 9 on pp. 4-5 regarding measures to prevent infectious diseases that spread internationally.



### If you are involved in an accident

- First, secure your own safety, and then seek assistance from the appropriate emergency services, such as the police, ambulance, or relevant embassy.
- Take a note of the "5W1H."



### If you lose your belongings or if they are stolen

- Report the loss or theft to the local police and obtain a **police report**, as this is necessary for the re-issue of a passport and for insurance claims.
- If your credit card is lost or stolen, promptly report it to your credit card company.
- Contact the relevant embassy/consulate to request the re-issue of your passport and for advice on how to arrange a remittance of funds from Japan, etc.



### If you are affected by a large-scale natural disaster or are involved in riots

- **First, protect yourself, and then evacuate to a safer place, such as a sturdy building.**
- Gather safety information and take appropriate measures to secure your own safety, such as evacuation and asking for assistance.
- **Contact the relevant embassy/consulate to request assistance.**



### If you are robbed or kidnapped

- **To minimize additional danger, do not resist.** Be particularly **cautious of deadly weapons.**
  - **If robbed:** Do not resist. Do not call out in a loud voice. Do not stare at or pursue the perpetrator.
  - **If kidnapped:** Do not resist. Avoid topics such as politics, religion, or ideology. If possible, eat and drink to maintain your physical and mental health. Wait to be rescued.
- ➔ After you are released, promptly report the incident to the local police. Consult with the relevant embassy/consulate if necessary.



### If you encounter a terrorist attack

- If you hear **the sound of an explosion or gunshot**, immediately lie down on the ground while protecting your head.
- Promptly evacuate from the scene while maintaining a low posture. If you cannot evacuate from the location, hide behind a sturdy object. Receive assistance from local authorities if possible.
- After evacuating to a safe place, seek assistance from the relevant emergency contacts, such as the local embassy/consulate, your family, and Kyoto University.

**Kyoto University International Crisis Management Contact:** intl\_kiki\_kanri@mail2.adm.kyoto-u.ac.jp

(\*Please contact the emergency contact provided or designated by your faculty, graduate school, or study abroad program first (if applicable), before contacting the International Crisis Management Contact above.)



# Safety Checklist



check



## Before traveling abroad

1	Have you confirmed the safety information for your travel destination through sources such as <b>MOFA Japan's overseas safety website, and other reliable sources</b> ?	<input type="checkbox"/>
2	Have you familiarized yourself with <b>local laws, regulations, religious restrictions, culture, and customs</b> ?	<input type="checkbox"/>
3	Have you confirmed your <b>passport's</b> remaining period of validity, and obtained a new one if necessary? Have you obtained all necessary <b>visas</b> ?	<input type="checkbox"/>
4	Have you submitted an <b>overseas travel notification</b> and all other required documents to Kyoto University?	<input type="checkbox"/>
5	(For Japanese nationals) Have you enrolled in MOFA Japan's <b>Tabi-reji</b> ? Or, if your travel schedule is not yet confirmed, have you enrolled in the Kan-i (Tentative) Tabi-regi? (For non-Japanese nationals) Have you registered with the safety information and alert notification system provided by your own country?	<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 prepared copies of all <b>important documents</b> (such as your passport and travel insurance certificate) and given a copy of each document to your family? ➡ For details, refer to item 3 on page 2	<input type="checkbox"/>
8	(For those registered with IR&C) Have you confirmed the registration certificate and contact information for the 24-hour support desk (if applicable) and downloaded and installed the <b>Pro Finder</b> application on your smartphone or other mobile device?	<input type="checkbox"/>
9	Have you enrolled in travel insurance <b>with sufficient coverage</b> ? It is strongly recommended that you enroll in an insurance plan <b>with unlimited coverage for medical treatment and rescue expenses</b> .	<input type="checkbox"/>
10	Have you taken the appropriate health precautions, such as <b>vaccinations</b> , a health checkup, acquisition of a medical certificate and medication certificate (in English), dental treatment, and confirmed the latest information about infectious diseases? Depending on the applicable laws and regulations, you may be required to present a vaccination certificate at the time of entry into your destination country. ➡ For details, refer to item 5 on page 3 and item 9 on pages 4 and 5.	<input type="checkbox"/>
11	Have you prepared sufficient <b>medicines</b> (such as those for pre-existing conditions, general cold remedies, pain relief/anti-inflammatory medicine [aspirin, acetaminophen, etc.]), and <b>sanitary goods</b> (such as <b>insect repellent</b> , adhesive plasters, and face masks)?	<input type="checkbox"/>
12	To students who are planning overseas field research: Have you checked the <b>"Safety Guide for Students Engaged in Overseas Fieldwork"</b> ?	<input type="checkbox"/>

## During travel abroad

1	(For Japanese nationals who will reside abroad for three months or longer) Have you submitted a <b>residence notification</b> to the local embassy/consulate? (For Non-Japanese nationals) Have you checked your country's laws and regulations regarding residence abroad and submitted all necessary notifications?	<input type="checkbox"/>
2	Do you always keep up-to-date on the latest safety information? ➡ Check the safety information provided by embassies/consulates, announcements by local governments, local media, etc.	<input type="checkbox"/>
3	Do you stay alert and take appropriate safety measures at all times? ➡ For details, refer to item 8 on page 4, <i>Kaigai Anzen Toranomaki</i> (Safety tips for overseas travel) on the website of MOFA Japan, and other reliable sources.	<input type="checkbox"/>
4	Are you taking sufficient measures to prevent diseases? ➡ For details, refer to pages 3 to 5 and the information on the website of the Quarantine Information Office of the Ministry of Health, Labour and Welfare of Japan ( <a href="https://www.forth.go.jp/">https://www.forth.go.jp/</a> ), the World Health Organization (WHO) ( <a href="https://www.who.int/">https://www.who.int/</a> ), etc.	<input type="checkbox"/>
5	Have you retained copies of <b>important documents</b> , such as your passport, travel insurance certificate, etc.?	<input type="checkbox"/>
6	Do you keep your <b>emergency contact list and emergency card</b> in a readily accessible place, such as your passport case or purse?	<input type="checkbox"/>
7	Do you keep in <b>regular contact</b> with your family, supervisor, and other relevant parties?	<input type="checkbox"/>
8	Are you <b>prepared for an emergency</b> ? Have you prepared enough cash, a dictionary/translation device, food and water supplies, medicines, a flashlight, radio, etc.?	<input type="checkbox"/>



# Emergency Contact List & Emergency Card

Please fill out the items below and keep them handy in your passport case or purse, etc. Be sure to also give copies to your family.



## Emergency Contact List

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



## Emergency Card

Cardholder identification		Emergency Contact Card	
Name (as written in passport)		Embassy / Consulate phone	
Name (Japanese and/or native language)		address	
Date of Birth		Host University/Organization phone	
Nationality		Local Contact (name & relation) phone	
Passport Number		Family (name & relationship to cardholder) phone	+
Student ID Number (if applicable)		Kyoto University (name & relationship to cardholder) Faculty, Graduate School, etc. phone	+81-
<b>Medical information</b>		Other Email	
Blood Type	A B O AB (Rh + -)		
Allergies			
Medical Condition(s)			
Current Medication(s)			
Other			
<b>KYOTO UNIVERSITY, JAPAN</b>		<a href="https://kyoto-u.ac.jp/en/">https://kyoto-u.ac.jp/en/</a>	

