



## ✈ 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 of Japan (MOFA). Persons authorized to grant permission for overseas business trips for university-related work or participation in university abroad 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 MOFA (including warnings regarding infectious diseases)	Students		Faculty and staff members	
	Travel permission	Advice upon travel	Travel permission	Advice upon travel
None	<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 urged)	<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 urged)	<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:

- 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.
- 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.**
- "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, overseas safety information provided by other governments, media coverage regarding the safety of the travel destination(s), and all other relevant factors.
- 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 MOFA](#) [in Japanese] and other reliable sources.
- Get tips on staying safe and ways to handle trouble from the [Kaigai Anzen Toranomaki](#) (safety tips for overseas travel, in Japanese) issued by MOFA and other reliable sources.
- Familiarize yourself with **local laws and regulations** and ensure that you comply with them. Give due consideration to **religious, cultural, and social customs**, and conduct yourself in a respectful and responsible manner.
- 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.
- **To students** It is recommended that all students attend the “[Kaigai Toko Anzen Setsumeikai](#)” (Overseas Travel Safety Briefing) provided by the university to learn about health management and safety measures for international travel [the briefing is conducted in Japanese]. Please note that attendance is mandatory if participating in a Kyoto University overseas program.



MOFA Japan's  
overseas safety  
website



Kaigai Anzen  
Toranomaki



Kaigai Toko Anzen  
Setsumeikai



## 3. Prepare and enroll



- Confirm the remaining period of validity of your **passport**, and obtain a new one if required. Ensure that you obtain the required visas and comply with all entry requirements, including **electronic travel authorizations**. If you are a non-Japanese national, confirm the procedures necessary to re-enter Japan.
- There have been reports of **fraudulent websites** related to electronic travel authorizations (such as ETIAS, ESTA, ETA, etc.). Be sure to apply through the official government or embassy/consulate websites.
- Research or photography involving **terrain, historical sites, or national parks** may require prior permission. Be sure to confirm local regulations and obtain any necessary permits in advance. In particular, photographing **military facilities and critical infrastructure such as ports and airports** is subject to restrictions in a number of countries and regions, so extreme caution should be exercised in this regard.
- 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, visa, electronic travel authorization, flight ticket, medical certificate, travel insurance certificate, and international driving license. **Carry one of each with you and give the others to your family.** In addition, take photos of the documents and save them securely on your smartphone or other digital device.
- Japanese nationals are recommended to enroll in MOFA Japan's [Tabi-regi](#) [in Japanese]. If your travel schedule is not yet confirmed, it is recommended that you enroll in the [Kan-i \(tentative\) Tabi-regi](#). Once enrolled, you can receive the latest safety information by email for free as well as emails and phone calls from the relevant embassy/consulate of Japan in the event of an emergency in the destination country/region.
- Non-Japanese nationals may register with [Tabi-regi](#) 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.
- 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 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.
- **Security Export Control**: To prevent the outflow of goods and technology that may be converted into weapons or armaments, exports and related activities are restricted under the Foreign Exchange and Foreign Trade Act (FEFTA). If you plan to transfer technology and/or information, or export goods, please submit a “pre-screening sheet for transfer of technologies and/or export of goods” to your faculty/graduate school or department of affiliation in advance and obtain approval.
- Confirm the regulations on the **import of animals, plants, drones, heated tobacco products, musical instruments**, and other items that may be prohibited or restricted in your destination country/region. In addition, be sure to follow the prescribed quarantine requirements if you attempt to import animals or plants when returning to Japan.
- Carrying, using, or charging **mobile batteries** on aircraft may be prohibited or restricted. Please check the airline's regulations in advance.



Tabi-regi

### Check!

#### To students

- Be sure to submit a **Notification of Overseas Travel** (*Kaigai Toko Todoke*) to Kyoto University before traveling abroad, including travel for private purposes or returning to your home country. Depending on the faculty or graduate school, online submission through the “Kyoto University Management System of International Education and Student Mobility (KUIESM)” may be available. 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.
- In addition to the Notification of Overseas Travel, there may be other documents that must be submitted. 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.



[Futai Kaigaku study abroad insurance](#)

**To students** [Study abroad insurance coupled with gakkensai "Futai Kaigaku"](#) for students provided by Japan Educational Exchange and Services are available at Kyoto University. All [Study abroad insurance coupled with gakkensai "Futai Kaigaku"](#) include unlimited coverage for medical treatment and rescue expenses. In addition, a comprehensive group discount is applied, making the insurance more affordable than commercially available overseas travel insurance.



- 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, there may be specific requirements regarding insurance coverage, or you may be required to enroll in a local health insurance plan at your destination.
- If you register with an **overseas emergency support service** (such as Japan IR&C) through your department, please download and install the required application and ensure that you are able to receive safety and emergency information.

## 5. Health management prior to travel



- Check the health information for your destinations through online sources such as [MOFA's Country-Specific Medical Information](#) [in Japanese], [Quarantine Information Office of the Ministry of Health, Labour and Welfare of Japan \(FORTH, MHLW\)](#) [in Japanese], [World Health Organization \(WHO\)](#), etc. These websites also provide information on vaccinations and infectious diseases.
- Be sure to have a **health checkup** prior to long-term overseas travel. Depending on the type of visa, submission of a medical certificate may be required. Faculty and staff members who will engage in overseas assignments for six months or longer are required to undergo medical checkups both before departure and after returning.
- Check whether any **vaccinations are required or recommended** (such as **yellow fever, hepatitis A/B, malaria, tetanus, rabies, polio, Japanese encephalitis**, etc.), and follow the instructions of your doctor to receive all appropriate vaccinations. You may be asked to present a vaccination certificate at immigration inspections. Your host institution may also require a medical certificate and/or vaccination records.
- If you have any concerns regarding vaccinations or your health condition, or if you are currently receiving medical treatment, consult with your doctor, and prepare the necessary medical certificates, prescriptions, and prescribed medicines in advance. When bringing medications into a foreign country/region, you may be required to present a **prescription or medication certificate in English or another language**.



[MOFA Country-Specific Medical Information](#)



[FORTH](#)



[WHO](#)



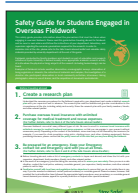
[MHLW: Bringing medications overseas](#)

- For reference: [Japanese Society of Travel and Health: List of Domestic Travel Clinics in Japan](#) [in Japanese]
- When **bringing medications** overseas, be sure to confirm whether the medications are permitted for import through the [Ministry of Health, Labour and Welfare \(MHLW\) website](#) or other official sources. Some countries/regions restrict or prohibit the importation of pharmaceutical products (including narcotic and psychotropic drugs for medical use). Bring over-the-counter medications in their original packaging so that the ingredients can be clearly identified.
- Be aware that some countries/regions do not permit the importation of medications by mail.
- Complete any **dental treatment** before traveling abroad as dental treatment may not be covered by travel insurance, may be expensive, or may cause logistic or hygiene problems.
- Prepare the **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, thermometer and spare batteries

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 prescription medicines and contact lenses in carry-on baggage in order to prevent them being lost.

- Check the locations of nearby hospitals at which medical expenses will be covered by your insurance, and where English speaking staff are available on [MOFA's Country-Specific Medical Information website](#) [in Japanese] or other reliable sources.

## 6. Safety Guide for Students Engaged in Overseas Fieldwork



This [safety guide](#) 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](#)



## 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 (Passport Act, Article 16). Notification can be completed online at [ORRnet](#) from 90 days prior to travel.
- 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.
- 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.
- As a disaster preparedness measure, check the local government websites that provide information on natural disasters, including typhoons, earthquakes, and wildfires.



ORRnet

## 8. Safety measures during travel abroad



- 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-regi* or other alert notification system in which you have enrolled.
- Incidents of **theft on aircrafts** are increasing. Please do not place valuables in overhead luggage compartments.
- In addition to following local laws and regulations, **take appropriate safety measures at all times:**
  - ① **Passport:** Some countries and regions require foreign nationals to carry their passport at all times or when boarding aircraft. Please check and comply with local regulations.
  - ② **When going out: Avoid travelling to dangerous areas. 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. Use licensed taxis and other vehicles with valid operating licenses.
  - ③ **At Hotels:** Be sure to use the security door chain. Do not stay too long in the lobby, or on first and second floors.
  - ④ **Credit Cards:** Always confirm the currency (local currency, US dollars, etc.) and the amount charged when paying by credit card. Be cautious of card skimming.
  - ⑤ **Electronic devices:** Set passwords or other security measures on electronic devices to protect data in the event of loss or theft.
  - ⑥ **Drink-spiking / robbery:** Do not accept any drinks or food from people you do not know well to prevent drink-spiking or drugging robberies.
  - ⑦ **Illegal drugs: Never become involved with illegal drugs.** Refrain from accepting luggage from individuals with whom you are not well-acquainted at airports or other locations, regardless of whether you accept the luggage free of charge or for a fee. Such luggage may carry the risk of containing illegal drugs or other contraband, and you may be unwittingly involved in a criminal offence.
  - ⑧ **Fraud and scams:** Be cautious of online rental scams, fake event scams, and fraud attempts in which criminals impersonate local police, embassy staff, or other authorities to obtain personal information or credit card numbers via phone calls or social media.
  - ⑨ **Prevention of involvement in fraud crimes:** Be wary of advertisements such as “high income in a short period overseas” or “simple translation work,” to avoid becoming involved in the perpetration of fraud—even unintentionally.
- **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 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.
  - ③ **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. Familiarize yourself with **evacuation routes**. Identify objects that can serve as **protective barriers**. If you notice a **suspicious person or object**, leave the area immediately in a safe manner.



# 9. Health management during travel abroad



## ● Prevention of diseases:

- ① Get adequate **rest** and **sleep**, and maintain a **balanced diet**.
- ② Avoid **raw foods**, **tap water**, and **ice** in places with low levels of hygiene.
- ③ Use **insect repellents** and **mosquito nets**, wear **long-sleeved clothing**, and avoid exposing your skin in areas where there is a risk of **mosquito** or **tick-borne** infectious diseases.
- ④ **Do not approach any animals** unless necessary, in order to prevent animal bites or scratches which may cause a rabies infection. Rabies can be transmitted not only by dogs but also by other mammals such as cats, squirrels, and bats.

● **Mental Health:** Living in a new environment and unfamiliar culture can cause psychological strain or stress. If you experience worries or notice changes in your mental well-being, please consult someone you trust or a professional as soon as possible. Online consultation services are provided by Kyoto University and NPOs (in cooperation with MOFA).

- ▶ Kyoto University Agency for Student Support and Disability Resources:  
[Student Support Center](#) / [Student Mental Health Center](#) [in Japanese]
- ▶ MOFA: [Initiatives to address loneliness and social isolation in cooperation with NPOs](#) [in Japanese]

# 10. 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 have a significant impact on international society. It is therefore vital to take appropriate measures to prevent the spread of such infectious diseases.

- Prior to your travel, check the infectious disease situation at your destination on the websites of [FORTH](#) (Quarantine Information office of the MHLW, in Japanese), the [Infectious Disease Information Website](#) of the Japan Institute for Health Security, and the [WHO](#).
- Confirm whether any immigration and departure restrictions (**denial of entry, suspension of visa issue, suspended or reduced flights** etc.) or activity restrictions (**strengthened quarantine measures, travel restrictions, closure of universities or research institutions** etc.) are being imposed on travelers arriving from overseas.
- Confirm the preventive measures that are effective against the prevalent infectious disease, and implement those measures.



FORTH



Infectious Disease Information



WHO

## Check!

### Triggers for Considering Emergency Return or Evacuation

If any of the following situations apply, please prioritize your safety and consider canceling your travel, returning earlier than planned, or evacuating from the country/region:

- 📈 Increase in the **Travel Warning Level** or **Infectious Disease Warning Level** issued by MOFA
- 🏠 Situations in which it may be difficult to complete the planned study or research due to **travel or activity restrictions** imposed at the destination
- 🚫 Situations in which it may be difficult for you to return or for people coming to aid you to enter the country/region that you are in due to strengthened immigration and departure controls, such as **travel restrictions, border closures**, or **suspended or reduced flights**
- ✈️ Imposition of **airspace closure or restrictions**
- 💣 Outbreak of **armed conflict**
- 🏛️ Declaration of a **state of emergency** by the local government
- 🚑 Occurrence of casualties resulting from demonstrations
- 📶 Disruption or shutdown of **communication networks**
- 🚗 Suspension of **public transportation**
- 🏥 Situations in which it may be difficult to receive **proper medical care** for a prevalent infectious disease (or other illnesses) as the local healthcare system is insufficient
- 🍲 Situations in which food and essential goods cannot be secured, potentially affecting **lifelines**

In the event that you encounter difficulty leaving the country/region due to travel restrictions or border closures, contact the local embassy or consulate to request assistance. The local embassy or consulate will contact travelers in the event of an emergency based on the information registered through the residence notification or *Tabi-regi*. It is therefore vital that you register your information through the **residence notification, Tabi-regi**, or other **alert notification systems**.



# 11. 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 Relevant embassy or consulate in your destination country
- 2 Travel insurance help desk
- 3 24-hour emergency support desk of an emergency support service for overseas travel, such as Japan IR&C (if you are registered)



A telephone line is generally required to make emergency calls to local police, emergency services, embassies/consulates, and insurance companies. It is therefore recommended to use a device that supports both domestic and international voice calls at your destination, or a SIM card with voice call capability.



### If you become sick or are injured

- Ask your travel insurance helpdesk to recommend suitable hospitals at which to receive medical treatment and care. Request the dispatch of a translator if necessary.
- 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.
  - ▶ [MOFA's Country-Specific Medical Information](#) [in Japanese]
  - ▶ [Multilingual Medical Questionnaire](#) (Kanagawa International Foundation)



### If you are involved in an accident or incident

- First, secure your own safety, and then seek assistance from the appropriate emergency services, such as the police, ambulance, or relevant embassy/consulate.
- When reporting an incident, provide your name, institution of affiliation, contact details, current evacuation location, and details of the incident and damage (date and time of occurrence, nature of the damage).
- In the event that you are arrested or detained, request assistance from the embassy or consulate, and ask for a visit by a consular officer.



### 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 passports or emergency official travel documents for return travel, and for insurance claims.
- 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 your credit card is lost or stolen, promptly report it to your credit card company.



### If you are affected by a large-scale natural disaster

- **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

- **Do not resist (in order to minimize additional danger).** Be particularly **cautious of deadly weapons.**
- **If robbed:** Do not shout. Do not stare at or pursue the perpetrator. Avoid sudden or careless hand movements, such as putting your hands into your pockets.
- **If kidnapped:** Avoid topics such as politics, religion, or ideology. If possible, eat and drink to maintain your physical and mental health. Behave with the belief that you will be released.  
If you suspect someone may have been kidnapped, consult with the relevant embassy or consulate immediately.



### If you are involved in riots or encounter a terrorist attack

- If you hear the sound of an **explosion** or **gunshot**, immediately lie down on the ground and protect your head. In the event of an explosion, close your eyes to protect them, and keep your mouth slightly open to reduce the risk of lung and eardrum damage from the blast.
- In the event of **riots**, do not approach demonstrators or police forces.
- In the event of **terrorist attack**, promptly evacuate from the location while maintaining a **low posture**. If you cannot evacuate from the location, hide behind a **sturdy object**. Turn off your mobile phone to silence incoming calls, if possible.
- After evacuating to a safe place, seek assistance from the relevant emergency contacts, such as the local police, the embassy/consulate, your family, and Kyoto University.

## After travel



# 12. After returning home



- Notify your supervisor, laboratory members, and department that you have returned safely.
- If any of your belongings were damaged and are covered by your overseas travel insurance, complete the necessary claim procedures.
- If you do not feel well after returning home, you may have contracted an infectious disease or other illness at your travel destination. See a doctor and be sure to inform them of your recent travel destination(s).
- If an illness develops during the trip or within 72 hours after returning home (for Class I-IV infectious diseases, if symptoms develop within 30 days after returning home), and the cause of the illness occurred during the trip, medical expenses may be covered by overseas travel insurance, provided that medical treatment is initiated during the trip or within the above-mentioned periods.

# Safety Checklist



## Before traveling abroad

check



1	Have you confirmed the safety information for your travel destination through sources such as <a href="#">MOFA Japan's overseas safety website</a> , and other reliable sources?	<input type="checkbox"/>
2	Have you familiarized yourself with <a href="#">local laws and regulations</a> , and with <a href="#">religious, cultural, and social customs</a> ?	<input type="checkbox"/>
3	Have you taken the appropriate health precautions, such as <a href="#">vaccinations</a> , 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/region. ➔ For details, refer to item 5 on page 3.	<input type="checkbox"/>
4	Have you confirmed your <a href="#">passport's</a> remaining period of validity, and obtained a new one if necessary? Have you obtained all necessary <a href="#">visas</a> ?	<input type="checkbox"/>
5	Have you completed your application for <a href="#">electronic travel authorization</a> (such as ETIAS ESTA, ETA, etc.) and obtained approval? Have you registered your <a href="#">digital arrival card</a> ?	<input type="checkbox"/>
6	Have you enrolled in travel insurance <a href="#">with sufficient coverage</a> ? It is strongly recommended that you enroll in an insurance plan <a href="#">with unlimited coverage for medical treatment and rescue expenses</a> .	<input type="checkbox"/>
7	Have you secured a <a href="#">means of communication</a> during your travel abroad? It is recommended to use a device that supports both domestic and international voice calls at your destination, or obtain a SIM card with voice call capability.	<input type="checkbox"/>
8	Have you saved digital copies of <a href="#">important documents in your mobile device</a> ? (such as your passport, visa, electronic travel authorization, flight ticket, medical certificate, travel insurance certificate, international driving license, emergency contact list, and emergency card) ? It is recommended to also print paper copies and carry them with you, and also give a copy of each document to your family. ➔ For details, refer to item 3 on page 2.	<input type="checkbox"/>
9	Have you submitted a <a href="#">Notification of Overseas Travel</a> and all other required documents to Kyoto University?	<input type="checkbox"/>
10	(For Japanese nationals) Have you enrolled in MOFA Japan's <a href="#">Tabi-regi</a> ? Or, if your travel schedule is not yet confirmed, have you enrolled in the <a href="#">Kan-i (Tentative) Tabi-regi</a> ? (For non-Japanese nationals) Have you registered with the safety information and alert notification system provided by your own country?	<input type="checkbox"/>
11	(For those registered with Japan IR&C) Have you downloaded and installed the Pro Finder application on your smartphone? Have you confirmed the contact information for the 24-hour support desk (if applicable)?	<input type="checkbox"/>
12	Have you prepared sufficient <a href="#">medicines</a> (such as those for pre-existing conditions, general cold remedies, and pain relief/anti-inflammatory medicine [aspirin, acetaminophen, etc.]), and <a href="#">sanitary goods</a> (such as <a href="#">insect repellent</a> , adhesive plasters, and face masks)?	<input type="checkbox"/>
13	To students who are planning overseas field research: Have you checked the " <a href="#">Safety Guide for Students Engaged in Overseas Fieldwork</a> "?	<input type="checkbox"/>
14	Have you checked whether permits are required to <a href="#">conduct research and/or photography involving terrain, archaeological sites, or natural parks</a> , and obtained the necessary permissions?	<input type="checkbox"/>



## During travel abroad

1	(For Japanese nationals who will reside abroad for three months or longer) Have you submitted a <a href="#">residence notification</a> ? (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 2 on page 2, and item 8 on page 4, <a href="#">Kaiqai Anzen Toranomaki</a> (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 item 5 on page 3, and item 9 on page 5, and the information on the website of the <a href="#">Quarantine Information Office</a> of the MHLW, <a href="#">the World Health Organization (WHO)</a> , etc.	<input type="checkbox"/>
5	Have you saved digital copies of <a href="#">important documents</a> (passport, visa, electronic travel authorization, flight ticket, medical certificate, travel insurance certificate, international driving license, residence permit, emergency contact list, emergency card, etc.) on your mobile device and also retained paper copies?	<input type="checkbox"/>
6	Do you keep in <a href="#">regular contact</a> with your family, supervisor, and other relevant parties?	<input type="checkbox"/>
7	Are you <a href="#">prepared for an emergency</a> ? Have you prepared copies of important documents, sufficient cash, a dictionary or translation device, water supplies, food, medicines, a first-aid-kit, contact lenses, glasses, a flashlight, a radio, chargers, mobile batteries, etc.?	<input type="checkbox"/>



# Emergency Contact List & Emergency Card

Please fill out the items below and save them as digital data on your mobile device. It is also recommended to print paper copies and keep them handy in your passport case or wallet, in case of power outages or battery depletion. Please also provide a copy of the “Emergency Contact List” to your family.



## Emergency Contact List

Contact	Name	Phone number	Email address, etc.
Family, etc.			
Faculty, Graduate School, etc. at Kyoto University			
Travel insurance help desk			
24-hour emergency support desk (Japan IR&C, etc.)			
Credit card company			
<b>Emergency contacts in your destination country/region</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 / institution	
Nationality		phone	
Passport number		Local contact (name & relation)	
Student ID number (if applicable)		phone	
<b>Medical information</b>		Family (name & relationship to cardholder)	
Blood type	A B O AB (Rh + -)	phone	+
Allergies		phone	+
Medical condition(s)		Kyoto University faculty / department etc. (name & position)	
Current medication(s)		phone	+81-
Other		email	
<b>KYOTO UNIVERSITY, JAPAN</b>		<b><a href="https://www.kyoto-u.ac.jp/en/">https://www.kyoto-u.ac.jp/en/</a></b>	



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**Kyoto University International Crisis Management Contact:**

intl\_kiki\_kanri@mail2.adm.kyoto-u.ac.jp

Note: 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.

