

Safety measures checklist for students traveling abroad



Overseas travel safety instructions and guidance

check

Safety information	1	Have you instructed the student to check the safety information for their destinations on the Overseas Travel Safety Information website operated by the Ministry of Foreign Affairs (MOFA) of Japan (http://www.anzen.mofa.go.jp/) or other similar sources?	<input type="checkbox"/>
	2	<p>Have you instructed the student to read materials on safety measures for overseas travel? Have you instructed the student to gather safety information (such as information on public security, infectious diseases, and natural disasters) about their destinations and to familiarize themselves with local laws and regulations, religions, culture, and customs?</p> <p>Notes:</p> <ul style="list-style-type: none"> Examples of materials on safety measures include <i>Safe Travel Abroad</i>, <i>Safety Guide for Students Engaged in Overseas Fieldwork</i>, <i>Student Guide to Study Abroad</i> (issued by Kyoto University), <i>A Guide to Study Abroad (Kaigai Ryugaku no Passport)</i>, issued by Kyoto Prefecture, and safety booklets issued by MOFA Japan, such as “<i>Kaigai Anzen Toranomaki</i>” (<i>Essential Safety Tips for Overseas Travel</i>). Examples of safety information sources include travel safety information issued by national governments and local media coverage. 	<input type="checkbox"/>



Procedures

Documents to be submitted	3	Have all documents required for travel been submitted? Examples of required documents: overseas travel notification (<i>kaigai toko todoke</i>), travel insurance certificate (copy), passport (copy), itinerary (copy), vaccination certificate (copy), field study plan, letter of parental consent, pledge.	<input type="checkbox"/>
Travel insurance	4	Have you instructed the student to enroll in travel insurance , and confirmed that they have done so? Note: An insurance policy with unlimited coverage for medial treatment and rescue expenses is strongly recommended.	<input type="checkbox"/>
	5	Have you instructed the student to share the details of their travel insurance coverage with their family ? (For example, giving a copy of the insurance certificate to their family.)	<input type="checkbox"/>
Crisis management support agency	6	If your department has a contract with a crisis management support agency (such as IR&C) , have you registered the student’s travel information with the agency, and given a registration certificate to the student?	<input type="checkbox"/>
	7	Have you explained the 24-hour emergency contact service available through the insurance company or crisis management support agency to the student? Have you instructed the student to share the details of the 24-hour emergency contact service with their family ?	<input type="checkbox"/>
Tabi-regi residence notification	8	<p>(For Japanese nationals) Have you informed the student that Japanese nationals are recommended to enroll in Tabi-regi (https://www.ezairyu.mofa.go.jp/tabireg/)? If their travel schedule is not yet confirmed, it is recommended that they enroll in Kan-i (Tentative) Tabi-regi. Have you informed the student that Japanese nationals who will reside abroad for 3 months or longer are required to submit a notification of residence to the local embassy/consulate of Japan upon arrival at their destination? (Passport Act, Article 16) Note: Safety information for specific travel destinations is provided to travelers who enroll in Tabi-regi or Kan-i Tabi-regi from the date of their enrollment. For this reason, students are recommended to enroll as soon as their designation has been decided.</p> <p>-----</p> <p>(For non-Japanese nationals) Have you informed the student that non-Japanese nationals may enroll in Tabi-regi to obtain updated information on travel safety from MOFA Japan, but they are advised to enroll in safety information and alert notification systems provided by their own countries (if available)? Have you instructed the student to confirm the home country’s laws and regulations regarding residence abroad (such as the submission of residence notification)?</p>	<input type="checkbox"/>





Visa	9	Have you confirmed the visa requirements of the student? Have you confirmed that the student has obtained the necessary visa?	<input type="checkbox"/>
Re-entry	10	(For multiple entries into a country) Have you instructed the student to confirm the entry/exit/re-entry procedures for their destination country? (For non-Japanese nationals) Have you provided the student with guidance on the special re-entry permission procedures required when leaving and re-entering Japan?	<input type="checkbox"/>
Vaccination	11	Have you instructed the student to confirm the vaccinations required for their destination country and those recommended by the Quarantine Information Office, the Ministry of Health, Labour and Welfare of Japan (https://www.forth.go.jp/index.html), and the World Health Organization (WHO) (http://www.who.int/), etc.?	<input type="checkbox"/>
Changes of travel plans	12	Have you instructed the student to notify Kyoto University whenever they make any changes to their travel plans? Have you instructed the student to notify Kyoto University when traveling outside of the country/region in which their host institution is located during the study abroad period? (For reasons such as vacations, etc.)	<input type="checkbox"/>

Prepare for emergencies and update safety information

Emergency contact list	13	Have you instructed the student to prepare a list of emergency contacts in Japan and abroad, to share it with their family and the relevant office(s) of Kyoto University prior to their departure, and to take the list with them when traveling?	<input type="checkbox"/>
	14	Have you informed the student of Kyoto University's emergency contact information ? Have you informed the student that in the event of an emergency, they should first secure their own lives and physical safety and then promptly report to the appropriate office/person in charge at Kyoto University?	<input type="checkbox"/>
	15	Have you explained to the student the importance of asking for help from diplomatic establishments (such as an embassy) if they are in a situation in which their lives or physical safety are threatened? Have you instructed the student to confirm the location and contact information of the diplomatic establishments in their destination country? Embassies and consulates can provide 24-hour rescue services in the event of emergencies.	<input type="checkbox"/>
Means of communication	16	Have you instructed the student to always secure a means of communication with Kyoto University, and confirmed their contact information?	<input type="checkbox"/>
Health management	17	Have you instructed the student to check the information on health and infectious diseases for their destination on the websites of the Quarantine Information Office, the Ministry of Health, Labour and Welfare of Japan (https://www.forth.go.jp/index.html), and World Health Organization (WHO) (http://www.who.int/), etc.?	<input type="checkbox"/>
	18	Have you instructed the student to identify hospitals and advanced medical care hospitals at their destination at which medical expenses incurred will be covered by their insurance ? Have you also instructed them to confirm a means of transportation to those hospitals?	<input type="checkbox"/>
Changes in the safety situation	19	Have you explained to the student the action to be taken if the safety situation in the destination country deteriorates (e.g. when the risk level of the advisory issued by MOFA Japan is raised)?	<input type="checkbox"/>
Ensuring safety information	20	Have you established a system to obtain updated safety information about the student's destination country? For example, safety information can be obtained by enrolling in the Kan-i (Tentative) Tabi-regi service provided by MOFA Japan or safety information and alert notification system provided by their own country?	<input type="checkbox"/>
Reliable communication channel	21	Do you have a reliable communication channel through which you can promptly contact the relevant parties in the student's destination country (universities, research institutions, etc.) in case of emergency?	<input type="checkbox"/>



For inquiries about this leaflet, please contact:



京都大学
KYOTO UNIVERSITY