

# Safety measures checklist for students traveling abroad



## Overseas travel safety instructions and guidance

 check 

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



## Procedures

Documents to be submitted	3	Have all <b>documents required for travel</b> 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, parental consent, pledge.	<input type="checkbox"/>
Travel insurance	4	Have you instructed the student(s) to purchase a <b>travel insurance</b> ? Have you confirmed the subscription status? [Note] An insurance plan with <b>unlimited coverage for medical treatment and relief expenses</b> is strongly recommended.	<input type="checkbox"/>
Crisis management support agency	5	Have you instructed the student(s) to <b>share</b> the details of the coverage of the travel insurance <b>with their family</b> ? (For instance, giving a copy of the insurance certificate to his/her family.)	<input type="checkbox"/>
Crisis management support agency	6	If your department has contract with a <b>crisis management support agency (such as IR&amp;C)</b> , have you registered the the student(s)’ travel information to the agency and given a “ <b>registration certificate</b> ” to the student(s)?	<input type="checkbox"/>
Crisis management support agency	7	Have you explained the <b>24-hour emergency contact</b> available through the insurance company/crisis management support agency to the student(s)? Have you instructed the student(s) to <b>share the points of 24-hour emergency contact with their family</b> ?	<input type="checkbox"/>
Tabi-regi residence notification	8	<p>(For Japanese nationals)</p> <p>Have you instructed the student(s) that Japanese nationals are recommended to enroll in “<b>Tabi-regi</b>” (<a href="https://www.ezairyu.mofa.go.jp/tabireg/">https://www.ezairyu.mofa.go.jp/tabireg/</a>)? In case their travel schedule is not yet confirmed, it is recommended to enroll in “<b>Kan-i (Tentative) Tabi-reji</b>”.</p> <p>Have you instructed the student(s) that a Japanese who may reside abroad for 3 months or longer is obliged to submit a <b>notification of residence</b> to the local embassy/consulate of Japan on arriving at his/her destination? (Passport Act, Article 16)</p> <p>[Note]</p> <ul style="list-style-type: none"> <li>Safety information on travel destinations is distributed to travelers who enroll in “Tabi-reji” or “Kan-i Tabi-reji” from the date of such enrollment. Accordingly, travelers are recommended to enroll promptly after they determine travel destinations.</li> </ul> <p>-----</p> <p>(For non-Japanese nationals)</p> <p>Have you instructed the student(s) that non-Japanese nationals may enroll in “Tabi-reji” to obtain updated information on travel safety from MOFA Japan, but they are advised to enroll in safety information and alert notification systems of their own countries (if any)?</p> <p>Have you instructed the student(s) to confirm their countries’ laws and regulations on residence abroad (such as residence notification)?</p>	<input type="checkbox"/>



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



## Prepare for emergencies / Update safety information

<b>Emergency contact list</b>	13	Have you instructed the student(s) to prepare an <b>emergency contact list</b> in Japan and abroad, and to <b>share it with their family and pertinent office(s) of Kyoto University</b> prior to their departure, and to take the list with them when traveling abroad?	<input type="checkbox"/>
	14	Have you informed the student(s) of <b>Kyoto University's emergency contact information</b> ? Have you instructed the student(s) to first secure their own lives and physical safety and then promptly report to a pertinent office/person in charge at Kyoto University in case of emergency?	<input type="checkbox"/>
	15	Have you explained to the student(s) the importance of asking for help from <b>diplomatic establishments (such as an embassy)</b> if they are in a situation where their lives and physical safety are threatened? Have you instructed the student(s) to confirm the location and contact information of diplomatic establishments in their destination country(ies)? Embassies and consulates can provide <b>24-hour rescue services</b> in the events of emergencies.	<input type="checkbox"/>
<b>Means of communication</b>	16	Have you instructed the student(s) to always secure a means of communication with Kyoto University, and confirmed their contact information?	<input type="checkbox"/>
<b>Health management</b>	17	Have you instructed the student(s) to check <b>the information on health and infectious diseases</b> of their destination through the website of the Quarantine Information Office, the Ministry of Health, Labour and Welfare of Japan ( <a href="https://www.forth.go.jp/index.html">https://www.forth.go.jp/index.html</a> ), World Health Organization (WHO) ( <a href="http://www.who.int/">http://www.who.int/</a> ), etc.?	<input type="checkbox"/>
	18	Have you instructed the student(s) to confirm <b>hospitals and advanced medical care hospitals where medical expenses incurred would be covered under their insurance</b> ? Have you also instructed them to confirm means of transportation to these hospitals?	<input type="checkbox"/>
<b>Change in the safety situation</b>	19	Have you explained actions to be taken when <b>the safety situation of a destination country deteriorates</b> (e.g. when the level of MOFA Japan's travel advice and warning is raised) to the student(s)?	<input type="checkbox"/>
<b>Being up to date on safety information</b>	20	Have you established a system to collect safety information on the student(s)' destination country(ies), thereby stay updated on pertinent <b>safety information</b> ? For instance, you can receive safety information by enrolling in "Kan-i (Tentative) Tabi-regi" offered by MOFA Japan or "STEP" (Smart Traveler Enrollment Program) offered by U.S. Department of State.	<input type="checkbox"/>
<b>Responsive Communication channel</b>	21	Do you have a responsive communication channel to <b>promptly contact related parties in the student(s)' destination country(ies)</b> (universities, research institutions, etc.) in case of emergencies?	<input type="checkbox"/>



For inquiries about this leaflet, please contact: