

# Instructions for Completing the Overseas Travel Notification



## Global Commons

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Powered by **manaba**

# Instructions for Completing the Overseas Travel Notification

## 1. Access "Overseas Travel Notification" (OTN) Form

The Overseas Travel Notification system utilizes a survey feature of the Learning Management System "manaba". You can use the system from a PC or a smartphone. Please access using the following short URL or QR code.

You are advised to check your documents for sufficient information, such as your passport, flight information, itinerary, etc. before starting procedures.

<From PC>

<http://j.mp/OTN-PC>



<From Smartphone>

<http://j.mp/OTN-SP>



If you cannot access properly using the short URL above, use the following URL:

For PC: [https://manaba.tsukuba.ac.jp/ct/course\\_492362\\_survey](https://manaba.tsukuba.ac.jp/ct/course_492362_survey)

For smartphone: [https://manaba.tsukuba.ac.jp/s/course\\_492362\\_survey](https://manaba.tsukuba.ac.jp/s/course_492362_survey)

## 2. Login to manaba (through Unified Authentication System)

The login page for the University's Unified Authentication System will appear. Please login with your own user ID for the Unified Authentication System (the 13-digit number under the bar code on the back of your Student ID Card.)



If you forget your password, you can request reissuance at the counter of the nearest satellite of the Academic Computing and Communication Center or the University Library. (Bring your Student ID Card!)

## 3. Select OTN Form to Input Your Information

The survey list will open (if not, click the "Surveys" tab under the course name "海外渡航届 Overseas Travel Notification").

Surveys titled "Overseas Travel Notification (\_th time while in the university)" are listed. Click a title with the status "Not submitted". (Forms in English are listed under Japanese forms.)

Title	Status	Start	End
海外渡航届 (在学中1回目)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
海外渡航届 (在学中2回目)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
海外渡航届 (在学中3回目)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
Overseas Travel Notification (1st time while in the ...)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
Overseas Travel Notification (2nd time while in the ...)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
Overseas Travel Notification (3rd time while in the ...)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
Overseas Travel Notification (4th time while in the ...)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55
Overseas Travel Notification (5th time while in the ...)	In progress Not submitted	2015-08-05 12:55	2021-08-05 12:55

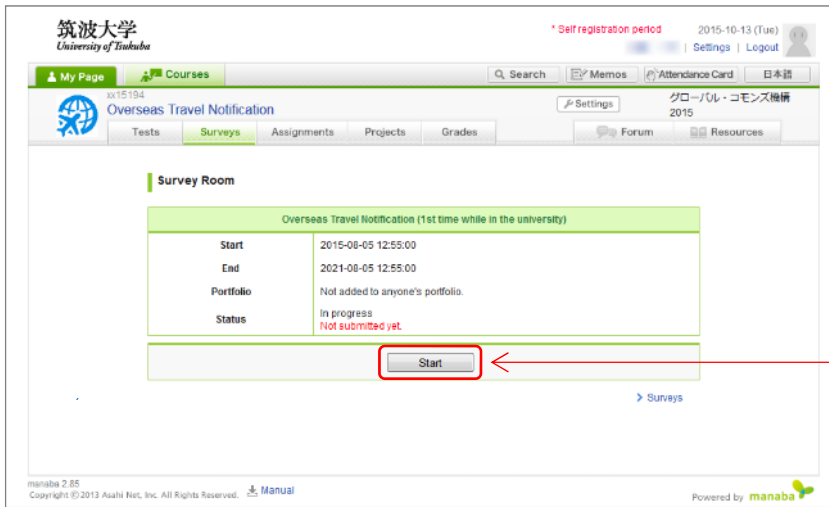


Once the status is set to "Submitted", you cannot reuse or correct information. In case you need to change provided information, contact the following email address separately.

Overseas Travel Notification Contact:  
[gc-kaigaitokou@un.tsukuba.ac.jp](mailto:gc-kaigaitokou@un.tsukuba.ac.jp)

# Instructions for Completing the Overseas Travel Notification

## 4. Start



Press "Start" button.

## 5-1. CASE 1: When to Subscribe to OSSMA (When not to subscribe to OSSMA, proceed to the section 5-2.)



(=> To be continued)

First, please be sure to access the "Ministry of Foreign Affairs of Japan (MOFA) Overseas Travel Warning Website" at <http://www.anzen.mofa.go.jp/> and check the travel warning level for your destination.



The University of Tsukuba does NOT permit student overseas travel for areas which are designated as "Level 2: Avoid Non-essential travel" or above by MOFA.

(Ref.) MOFA Travel advice & Warning categories

- Level 1: Exercise caution OK
- Level 2: Avoid Non-essential travel NG
- Level 3: Avoid all travel NG
- Level 4: Evacuate and Avoid all travel NG

Note: Except when a working adult student is on a business travel ordered by his/her affiliated organization. However, submitting this form is requested by the university.

Confirm that the travel warning level is "Level 1" or below and check here.



# Instructions for Completing the Overseas Travel Notification

## Overseas Travel Notification

To the President, University of Tsukuba:

I hereby notify that I am going to travel overseas as follows. I will pay enough attention to safety and compliance, and will take full responsibility for my behavior during the travel.

**\*Marked entries are required.**

### [Applicant's Information]

**Name in Japanese** (if applicable)

◆ Family Name  Given & Middle Name

**Name in English\*** (Must be identical to the name in your passport)

◆ Family Name  Given & Middle Name

◆ If you have no family name, input "-".

**Telephone\***

◆ Cell phone number is preferable

**Email\***

◆ Must be contacted through the email address above during travel.

The university, etc. may send you an email to confirm your safety in case of emergency.

**Passport Number\***

**Date of Departure from Japan\***

/  /

year/month/day

**Date of Return to Japan\***

/  /

year/month/day

**Traveling Companion** (if applicable, name, relationship, affiliation, etc.)

### [Destination Country 1]

**Name of Country\*** (Alphabetical order)

**Date of Entry\*** (Local Time)

/  /

year/month/day

**Date of Exit\*** (Local Time)

/  /

year/month/day

**Main Purpose of Visit\***

**Name of Program, Course, Academic Conference, etc.**

**Financial Support from the University, etc.\*** (Choose the main one)

**Name of Scholarship, etc. if you receive financial support**

**Contact Information of Host, etc.**

(Host Professor, Dormitory Administrator, International Coordinator, Host Family, Secretariat of Academic Conference or Program, Travel Agent in Case of Private Trip, etc.)

Proceed to "Overseas Travel Notification" section.

[Applicant's Information]

Following the instructions on the form, input the applicant's information. **\*Marked entries are required.**

If you have no family name, input "-" in the family name field so far.

The university, etc. may send you an email to confirm your safety in case of emergency. Provide us an email address you check frequently even while travelling, and be sure to respond promptly to such an email from the university.

If you have a travelling companion, provide the companion's information.

[Destination Country 1]

Following the instructions on the form, input information for the first destination country.

Country names are listed in alphabetical order.

"Date of Entry to the Destination Country 1" (Local Time) and "Date of Exit from the Destination Country 1" (Local Time)

If you are going to participate in a program, a course, an academic conference, etc., or to receive a scholarship, etc., provide their names.

Provide information of contact person whom we can request your safety confirmation from in case we don't receive any response from you.

(=> To be continued)



# Instructions for Completing the Overseas Travel Notification

**Place to Visit 1\*** (Name of university, language school, etc.)

Imperial College London

◆ State, Province, Prefecture (English)

\_\_\_\_\_

◆ City (English) \*

London

=> [Open Google Maps](#)

◆ Our Partner University?\*

Yes  No  No idea

**Place to Visit 2** (Name of university, language school, etc.)

\_\_\_\_\_

◆ Our Partner University?

Yes  No  No idea

**Place to Visit 3** (Name of university, language school, etc.)

\_\_\_\_\_

◆ Our Partner University?

Yes  No  No idea

**Remarks** (Note or write place names if you visit four or more)

Hotel ibis Styles London Leyton  
XXX-XXX Lea Bridge Road, London, E10 7EB, UK  
Tel: +44+20-XXX-XXXX

Provide a name of the first place to visit in the Destination Country 1 (in English).

For the first place to visit in the first destination country, please also provide a name of the state, the province or the prefecture and a name of the city (in English).



"Place to Visit" Information Samples:

- 1) Study, Training -> Host Institution
- 2) Academic Conference -> Venue
- 3) Field Research -> Place Name
- 4) Private Trip -> Accommodation Name, Place Name

If you participate in an academic conference and the name of the venue in the Place to Visit above and the name of the accommodation is different, provide information about accommodation in the remarks.

**[Subscription to Overseas Travel Registration Service by MOFA (Japanese nationals only)]**

Subscription to Overseas Travel Registration Service by MOFA (Free)

◆ Japanese nationals can receive a safety report and an emergency email from a local Japanese embassy when an incident occurs in the country being visited. The service is free of charge. If your home country has a similar service, register and keep local safety conditions updated.

Yes  No

=> [Click to open the "Overseas Travel Registration Service" website](#)

Your home country may provide a similar free safety alert email service just as the Ministry of Foreign Affairs of Japan does:  
<https://www.ezairyu.mofa.go.jp/>  
Please keep local safety conditions updated.

**[Subscription to International Travel Insurance]**

Do you subscribe to an international travel insurance?

Yes  No

◆ When you are involved in an incident or an accident, the medical expenses may cost extremely high. We strongly recommend that you subscribe to an insurance even though your travel is short.

◆ Travel insurance is mandatory if you subscribe to OSSMA (Overseas Students Safety Management Assistance).

The University of Tsukuba strongly recommends that you to subscribe to an international travel insurance. **You cannot subscribe after departure.** **Travel insurance is mandatory if you subscribe to OSSMA.** The OSSMA agency also provides "Insurance with OSSMA Risk Management Services" which is reasonable with limited coverage options. (Refer to the OSSMA webpage for details.)

**To those who joined OSSMA, proceed with application procedures from the OSSMA application site.**

<https://www.eaj.ne.jp/ossma>

( Login code: tsukuba Password: 0016 )

\*The application deadline for OSSMA is 2 weeks prior to travel.

**[Subscription to OSSMA (Overseas Students Safety Management Assistance)]**

The University of Tsukuba strongly recommends that students subscribe to OSSMA (Overseas Students Safety Management Assistance) when they travel overseas. For application procedures and fees, please check the website:  
=> [Details of OSSMA \(Overseas Students Safety Management Assistance\)](#)

Do you subscribe to OSSMA?\*

Yes  No  Have subscribed already

**When you choose "Yes":**

◆ Access the following URL and proceed to application procedures for OSSMA after entering the login code and password.

Note: To login to the OSSMA application site, the entry of the login code and password given by our university below is required.  
( <https://www.eaj.ne.jp/ossma> Login code: tsukuba Password: 0016)

Note: The application deadline for OSSMA is 2 weeks prior to travel. For applications after the deadline, direct inquiries to the OSSMA office of Emergency Assistance Japan.  
(OSSMA office TEL: (03)3811-8310, E-mail: [ossma@emergency.co.jp](mailto:ossma@emergency.co.jp))

◆ To those who chose "Yes" or "Already joined", it is unnecessary to answer the following questions so access the "OSSMA LOCATOR" after joining and enter the details. Scroll through the entire screen and press "Next", then press "Confirmation of submission" in the next page.

**When you choose "No":**

◆ It is necessary to answer the following questions so proceed with input.

Continue to fill in the following fields if you don't subscribe to OSSMA



What is OSSMA?

OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its service is available only to OSSMA members who have paid personal fees. The university strongly recommends that students subscribe to OSSMA. (Some programs require their participants to subscribe.)

OSSMA Details:  
<http://www.global.tsukuba.ac.jp/gc/exchange/abroad/insurance?language=ena.ac.jp/gc/exchange/abroad/insurance?language=en>

(=> To be continued)



# Instructions for Completing the Overseas Travel Notification

Continue to fill in the following fields if you don't subscribe to OSSMA

---

**[Emergency Contact (Family member, etc.)]\*Required if you don't subscribe to OSSMA**

Name

Relationship with Applicant

Address

Telephone

◆ Cell phone number is preferable

Email

◆ Must be contacted through the email address above during travel.

**[Providing Local Cell Phone Number and Address to the University of Tsukuba]\*Required if you don't subscribe to OSSMA**

Be sure to inform your local cell phone number, address (in case of study abroad, training program) to our university as soon as they are determined.

Yes

◆ Overseas Travel Notification Contact: gc-kaigaitokou@un.tsukuba.ac.jp

**[Flight Information]\*Required if you don't subscribe to OSSMA**

If you have a PDF of the flight ticket (e-Ticket), a reservation slip, an itinerary made by the travel agency, or a self-made itinerary in Word or Excel format, please upload it.

ファイルが選択されていません。

◆ If you don't have the above-mentioned files, please provide us the date, time, places of departure and arrival, and flight numbers for your whole travel. (If you don't book a return trip yet, enter expected flight's information.)

◆ If the number of destination country is one, press the "Next (次へ)" and press the "Confirm (提出確認)" button on the bottom of the next page.

◆ If the number of destination country is two or three, press the "Next (次へ)", continue to input information and press the "Confirm (提出確認)".

◆ If the number of destination county is four or more, download and input information to this [Excel form](#), upload the completed file through the box below, press the "Next (次へ)" and press the "Confirm (提出確認)" on the bottom of the next page.

Select a file to upload =>  ファイルが選択されていません。

← If you subscribe to OSSMA, you don't need to fill in under this.

(Instead, please input detailed information separately to the "OSSMA LOCATOR" after completed application of OSSMA.)

↓ Not necessary to fill in  
If you subscribe to OSSMA

← Press "Next" and proceed to next page.

(Bottom of Next Page)

← Scroll down to the bottom of next page and press "Confirm".

(=> Proceed to Section 6)

# Instructions for Completing the Overseas Travel Notification

## 5-2. CASE 2: When NOT to Subscribe to OSSMA

**Survey Room**

Enter → Confirm → Finish

Overseas Travel Notification (1st time while in the university)

1 2 Questions 86 Elapsed Time 00:00:04

### Introduction

**[University Policy for Student Overseas Travel]**

- ◆ Before you start, check the travel warning level for your destination on the "MOFA Overseas Travel Warning Website" (in Japanese only) first.
- ◆ The University of Tsukuba does NOT permit student overseas travel to areas which are designated as "Level 2: Avoid Non-essential travel" or above by the Ministry of Foreign Affairs of Japan (MOFA). (President's Decision dated July 2, 2015)
- Exception: When a working adult student is on a business travel ordered by his/her affiliated organization. However, submitting this form is requested by the university.
- ◆ The university will not be responsible in case you travel to prohibited areas.

Please check: \*

1.  Confirmed that the travel warning level for my destination is "Level 1" or below. (Except the above case)

**[Items to Prepare upon Inputting Information]**

- ◆ Passport
- ◆ Flight information (e.g. flight ticket (e-Ticket), a reservation slip, etc.)
- ◆ Itinerary (Either made by a travel agency or by yourself is acceptable.)
- ◆ Documents which include official names (e.g. the host institutions of study abroad or training, the academic conference, the program, the course you will attend, or the scholarship)
- ◆ Contact information of host institution (e.g. host professor, dormitory administrator, international coordinator, host family, secretariat of academic conference or program, travel agent in case of private trip, etc.)

**[Detailed Instruction]**

- ◆ Click to open the detailed instruction to fill in the form.

### Overseas Travel Notification

To the President, University of Tsukuba:

I hereby notify that I am going to travel overseas as follows. I will pay enough attention to safety and compliance, and will take full responsibility for my behavior during the travel.

**\*Marked entries are required.**

**[Applicant's Information]**

**Name in Japanese** (If applicable)

- ◆ Family Name  Given & Middle Name

**Name in English\*** (Must be identical to the name in your passport)

- ◆ Family Name  Given & Middle Name
- ◆ If you have no family name, input "-".

**Telephone\***

- ◆ Cell phone number is preferable

**Email\***

- ◆ Must be contacted through the email address above during travel.
- The university, etc. may send you an email to confirm your safety in case of emergency.

**Passport Number\***

**Date of Departure from Japan\***

/  /

year/month/day

**Date of Return to Japan\***

/  /

year/month/day

**Traveling Companion** (If applicable, name, relationship, affiliation, etc.)

First, please be sure to access the "Ministry of Foreign Affairs of Japan (MOFA) Overseas Travel Warning Website" at <http://www.anzen.mofa.go.jp/> and check the travel warning level for your destination.



The University of Tsukuba does NOT permit student overseas travel for areas which are designated as "Level 2: Avoid Non-essential travel" or above by MOFA.

(Ref.) MOFA Travel advice & Warning categories

Level 1: Exercise caution	OK
Level 2: Avoid Non-essential travel	NG
Level 3: Avoid all travel	NG
Level 4: Evacuate and Avoid all travel	NG

Note: Except when a working adult student is on a business travel ordered by his/her affiliated organization. However, submitting this form is requested by the university.

Confirm that the travel warning level is "Level 1" or below and check here.

Proceed to "Overseas Travel Notification" section.

**[Applicant's Information]**  
Following the instructions on the form, input the applicant's information. **\*Marked entries are required.**

If you have no family name, input "-" in the family name field.

The university, etc. may send you an email to confirm your safety in case of emergency. Provide us an email address you check frequently even while travelling, and be sure to respond promptly to such an email from the university.

If you have a travelling companion, provide the companion's information.

(=> To be continued)



# Instructions for Completing the Overseas Travel Notification

## [Destination Country 1]

**Name of Country\*** (Alphabetical order)  
CHINA

**Date of Entry\*** (Local Time)  
2016 / 08 / 15  
year/month/day

**Date of Exit\*** (Local Time)  
2016 / 09 / 15  
year/month/day

**Main Purpose of Visit\***  
Other (Tourism, Return home, Visit someone, etc.)

**Name of Program, Course, Academic Conference, etc.**  
[Text Field]

**Financial Support from the University, etc.\*** (Choose the main one)  
No support (Private budget)

**Name of Scholarship, etc. if you receive financial support**  
[Text Field]

**Contact Information of Host, etc.**  
(Host Professor, Dormitory Administrator, International Coordinator, Host Family, Secretariat of Academic Conference or Program, Travel Agent in Case of Private Trip, etc.)  
李建国 (Lee, Jian Guo)  
Father.  
1 Jie Fang Lu, Xi'an City, Shaanxi Province, China  
Tel: +86-29XXXXXXXX  
Email: ljg1949@qq.com  
116 characters

**Place to Visit 1\*** (Name of university, language school, etc.)  
Parents' home  
◆ State, Province, Prefecture (English)  
Shaanxi Province  
◆ City (English)\*  
Xi'an City  
=> Open Google Maps  
◆ Our Partner University?\*

Yes  No  No idea

**Place to Visit 2** (Name of university, language school, etc.)  
My wife's parents' home  
◆ Our Partner University?\*

Yes  No  No idea

**Place to Visit 3** (Name of university, language school, etc.)  
[Text Field]  
◆ Our Partner University?\*

Yes  No  No idea

**Remarks** (Note or write place names if you visit four or more)  
[Text Field]  
0 characters

## [Destination Country 1]

Following the instructions on the form, input information for the first destination country.

Country names are listed in alphabetical order.

"Date of Entry to the Destination Country 1" (Local Time) and "Date of Exit from the Destination Country 1" (Local Time)

If you are going to participate in a program, a course, an academic conference, etc., or to receive a scholarship, etc., provide their names.

Provide information of contact person whom we can request your safety confirmation from in case we don't receive any response from you.

Provide names of places to visit in the Destination Country 1 (in English).

For the first place to visit in the first destination country, please also provide a name of the state, the province or the prefecture and a name of the city (in English).



### "Place to Visit" Information Samples:

- 1) Study, Training -> Host Institution
- 2) Academic Conference -> Venue
- 3) Field Research -> Place Name
- 4) Private Trip -> Accommodation Name, Place Name

If you participate in an academic conference and the name of the venue in the Place to Visit above and the name of the accommodation is different, provide information about accommodation in the remarks.

## [Subscription to Overseas Travel Registration Service by MOFA (Japanese nationals only)]

Subscription to Overseas Travel Registration Service by MOFA (Free)

◆ Japanese nationals can receive a safety report and an emergency email from a local Japanese embassy when an incident occurs in the country being visited. The service is free of charge. If your home country has a similar service, register and keep local safety conditions updated.

Yes  
=> Click to open the "Overseas Travel Registration Service" website

Your home country may provide a similar free safety alert email service just as the Ministry of Foreign Affairs of Japan does:  
<https://www.ezairyu.mofa.go.jp/>  
Please keep local safety conditions updated.

## [Subscription to International Travel Insurance]

Do you subscribe to an international travel insurance?

Yes  
 No

◆ When you are involved in an incident or an accident, the medical expenses may cost extremely high. We strongly recommend that you subscribe to an insurance even though your travel is short.

◆ Travel insurance is mandatory if you subscribe to OSSMA (Overseas Students' Safety Management Assistance).

The University of Tsukuba strongly recommends that you subscribe to an international travel insurance.  
**You cannot subscribe after departure.**

(=> To be continued)



# Instructions for Completing the Overseas Travel Notification

**[Subscription to OSSMA (Overseas Students Safety Management Assistance)]**

The University of Tsukuba strongly recommends that students subscribe to OSSMA (Overseas Students Safety Management Assistance) when they travel overseas. For application procedures and fees, please check the website:  
=> Details of OSSMA (Overseas Students Safety Management Assistance)

Do you subscribe to OSSMA?\*

Yes  No  Have subscribed already

**When you choose "Yes":**

- ◆ Access the following URL and proceed to application procedures for OSSMA after entering the login code and password.

Note: To login to the OSSMA application site, the entry of the login code and password given by our university below is required.  
( <https://www.eaj.ne.jp/ossma> Login code: tsukuba Password: 0016)

Note: The application deadline for OSSMA is 2 weeks prior to travel. For applications after the deadline, direct inquiries to the OSSMA office of Emergency Assistance Japan.  
(OSSMA office TEL: (03)3811-8310, E-mail: ossma@emergency.co.jp)

- ◆ To those who chose "Yes" or "Already joined", it is unnecessary to answer the following questions so access the "OSSMA LOCATOR" after joining and enter the details. Scroll through the entire screen and press "Next", then press "Confirmation of submission" in the next page.

**When you choose "No":**

- ◆ It is necessary to answer the following questions so proceed with input.

This Overseas Travel Notification form can be used for OSSMA application. If you don't subscribe to OSSMA, check "No" and continue to fill in the fields up to the next page.



## What is OSSMA?

OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its service is available only to OSSMA members who have paid personal fees.

The university strongly recommends that students subscribe to OSSMA. (Some programs require their participants to subscribe.)

OSSMA Details:

<http://www.global.tsukuba.ac.jp/gc/exchange/abroad/insurance?language=en>

**Continue to fill in the following fields if you don't subscribe to OSSMA**

**[Emergency Contact (Family member, etc.)]\*Required if you don't subscribe to OSSMA**

Name: 李建国 (Lee, Jian Guo)  
Relationship with Applicant: Father  
Address: 1 Jie Fang Lu, Xi'an City, Shaanxi Province, China  
Telephone: Tel: +86-29XXXXXXX  
Cell phone number is preferable  
Email: jlg1949@qq.com  
Must be contacted through the email address above during travel.

**[Providing Local Cell Phone Number and Address to the University of Tsukuba]\*Required if you don't subscribe to OSSMA**

Be sure to inform your local cell phone number, address (in case of study abroad, training program) to our university as soon as they are determined.  
 Yes  
◆ Overseas Travel Notification Contact: gc-kaigaitokou@un.tsukuba.ac.jp

**[Flight Information]\*Required if you don't subscribe to OSSMA**

If you have a PDF of the flight ticket (e-Ticket), a reservation slip, an itinerary made by the travel agency, or a self-made itinerary in Word or Excel format, please upload it.

参照... ファイルが選択されていません。  
◆ If you don't have the above-mentioned files, please provide us the date, time, places of departure and arrival, and flight numbers for your whole travel. (If you don't book a return trip yet, enter expected flight's information.)

AUG15 16:00 Tokyo (NRT) MU522  
AUG15 19:00 Shanghai (PVG)  
AUG15 21:15 Shanghai (PVG) MU522  
AUG15 23:45 Xi'an (XIY)

- ◆ If the number of destination country is one, press the "Next (次へ)" and press the "Confirm (提出確認)" button on the bottom of the next page.
- ◆ If the number of destination country is two or three, press the "Next (次へ)", continue to input information and press the "Confirm (提出確認)".
- ◆ If the number of destination country is four or more, download and input information to this Excel form, upload the completed file through the box below, press the "Next (次へ)" and press the "Confirm (提出確認)" on the bottom of the next page.

Select a file to upload => 参照... ファイルが選択されていません。

Prev Save and quit **Next** Confirm

**Continue to fill in the following fields if you don't subscribe to OSSMA.**

Provide information about an emergency contact person (a family member, etc.) while you are travelling.

Sometimes cases occur that we cannot contact students because they forget to tell us their local cell phone number and address which will be determined only after arriving at the destination. If you are planning to purchase your own local cell phone (including a SIM card), or planning to move into a dormitory or an apartment, be sure to inform these to the university as soon as they are determined. (Check "Yes" and go next.)

Provide flight information.

If available, upload an e-Ticket, a reservation slip, an itinerary made by the travel agency, or a self-made itinerary in PDF, Word or Excel format, or a photo taken.



If you don't have any of above-mentioned documents, describe flight information like this:

AUG15 16:00 Tokyo (NRT) MU522  
AUG15 19:00 Shanghai (PVG)  
AUG15 21:15 Shanghai (PVG) MU522  
AUG15 23:45 Xi'an (XIY)

Press "Next" and proceed to next page.

(=> To be continued)

# Instructions for Completing the Overseas Travel Notification

**Survey Room**

Enter

Overseas Travel Notification (1st time while in the university)

1 **2** Questions 86 Elapsed Time 00:23:29

**[Destination Country 2]**

Name of Country (Alphabetical order)

Date of Entry (Local Time)  
 2016 / 09 / 15  
 year/month/day

Date of Exit (Local Time)  
 2016 / 09 / 30  
 year/month/day

Main Purpose of Visit

Name of Program, Course, Academic Conference, etc.

Financial Support from the University, etc. (Choose the main one)

Name of Scholarship, etc. if you receive financial support

Contact Information of Host, etc.  
(Host Professor, Dormitory Administrator, International Coordinator, Host Family, Secretariat of Academic Conference or Program, Travel Agent in Case of Private Trip, etc.)

Place to Visit 1 (Name of university, language school, etc.)  
  
 Our Partner University?  
 Yes  No  No idea

Place to Visit 2 (Name of university, language school, etc.)  
  
 Our Partner University?  
 Yes  No  No idea

Place to Visit 3 (Name of university, language school, etc.)  
  
 Our Partner University?  
 Yes  No  No idea

Remarks (Note or write place names if you visit four or more)

---

**[Destination Country 3]**

Name of Country (Alphabetical order)

Date of Entry (Local Time)

Our Partner University?  
 Yes  No  No idea

Remarks (Note or write place names if you visit four or more)

0 characters

The next page opens.

**[Destination Country 2]**  
 Following the instructions on the form, input information if you have the second destination country. (If not applicable, scroll down to the bottom and press "Confirm".)

Country names are listed in alphabetical order.

"Date of Entry to the Destination Country 2" (Local Time) and "Date of Exit from the Destination Country 2" (Local Time)

If you are going to participate in a program, a course, an academic conference, etc., or are going to receive a scholarship, etc., provide their names.

Provide information of contact person whom we can request your safety confirmation from in case we don't receive any response from you.

Provide names of places to visit in the Destination Country 2 (in English).

**[Destination Country 3]**  
 Following the instructions on the form, input information if you have the third destination country.

Follow the same steps as in Destination Country 2.

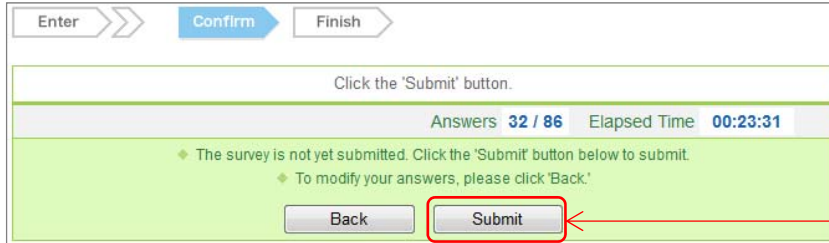
Press "Confirm" when inputting is done.

(=> Proceed to the Section 6)

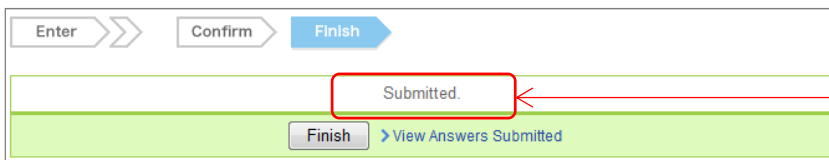
# Instructions for Completing the Overseas Travel Notification

## 6. Submission and Confirmation

(=> Continued from 5-1 or 5-2)



Press "Submit" button.



Confirm whether the status was changed into "Submitted" and log out.

That is all for the "Overseas Travel Notification" procedures.  
Please be sure to do the following:

- (1) Subscribe to the Overseas Travel Registration Service by MOFA ("Tabi-Regi" or "ORRnet") or a similar free safety alert service provided by your home country.
- (2) Subscribe to an international travel insurance.
- (3) For OSSMA members, complete the procedures and payment of the membership fee in the OSSMA application site and register the itinerary information in the OSSMA LOCATOR after completing procedures.
- (4) Provide a local cell phone number and a local address to the university (As soon as determined after arrival at the destination.)
- (5) Inform your academic advisor about your travel schedule.

**Note: Corrections or changes in the submitted itinerary information cannot be made in manaba so contact the following by e-mail.**

OTN contact information (Global Commons): [gc-kaigaitokou@un.tsukuba.ac.jp](mailto:gc-kaigaitokou@un.tsukuba.ac.jp)



Thank you for your cooperation.  
Have a safe and productive journey!