**Notification of Temporary Leave（旅行届）**

Date of notification:

(Year / Month / Day)

International students who plan temporary leave outside Kochi Prefecture for research or in private should submit this notification to IRC.

\*If you are submitting “Notification of Overseas Travel” for your travel abroad, you do not have to submit this notification.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name, please print | | | |  | | | | Signature | | |  |
| Travel plan | | | | | | | | | | | |
| Date of departure | | | |  | | | | Date of return | | |  |
| Details | Destination 1 | | | | City:  Country: | | | | Stay from:  To: | | |
| Destination 2 | | | | City:  Country: | | | | Stay from:  To: | | |
| Destination 3 | | | | City:  Country: | | | | Stay from:  To: | | |
| Main purpose \*Please check the box below and write down the required information. | | | | | | | | | | | |
| * Conference | | | Name of conference | | | |  | | | | |
| Duration | | | | From: | | | To: | |
| Place | | | | City: | | | Country: | |
| * Research | | | Host person, position and institution: | | | | | | | | |
| * Holiday | | | | | | | | | | | |
| * Others | | | Details | | |  | | | | | |
| Contact information during your leave  \*Please check the box below and write down the required information. | | | | | | | | | | | |
| * You | | Telephone no. | | | | | |  | | | |
| E-mail | | | | | |  | | | |
| * Others | | Name | | | | | |  | | | |
| Relationship with you /  Position & name of institution | | | | | |  | | | |
| Telephone no. | | | | | |  | | | |
| E-mail | | | | | |  | | | |

If your destination is abroad, or if you travel more than 1 week domestically, you need the approval of your advisor.（国外への旅行、１週間を超える国内旅行の場合には指導教員の承認が必要）

Approved by:

Advisor’s signature（指導教員署名）:

---------------------------------------------------------------------------------------------------------------------------------**Note for SSP Students:**

If you are a SSP student and your total travelling period for private reasons exceeds 4 weeks per fiscal year, or if you conduct research project work outside the university, you need to get the signature of the chair of International Relations Center on a Notification of temporary leave（私用による旅行期間の合計が年度あたり４週間を超える場合、また学外において研究プロジェクト業務を行う場合、国際交流センター長の承認が必要）

Approved by:

IRC Chair’s signature（国際交流センター長署名）:

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■国際交流部担当者印：