**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：