

UPDATED: APRIL, 2019

PREPARATIONS FOR TRAVELING ABROAD RISK MANAGEMENT FOR STUDENTS

INTERNATIONAL RELATIONS CENTER
KOCHI UNIVERSITY OF TECHNOLOGY

1 INTRODUCTION

Threat of terrorist groups such as the Islamic State in Iraq and the Levant (ISIL) has developed significantly in the world. Terrorists often try to attack not only governmental facilities and military facilities but also places where crowds gather such as tourist sites, airports, hotels shopping centers and transport networks.

Thus, regardless of whether your travel is due to research or private, you should read this document carefully and fully prepare for your travel in advance. Travelling with awareness of risk management is extremely important.

2 WHAT YOU MUST DO BEFORE DEPARTURE

When you go abroad, whether for a university-related activity or for personal business, please be sure to complete the following procedures before you leave Japan.

- (1) Obtain in advance security information about the country you will visit from your country's embassy or consulate office.
- (2) In the case of going abroad for university-related activity, please carefully read "*Items subject to consent*" in "*Pledge for overseas travel*", and sign a "*Pledge for overseas travel*" to indicate your consent. Obtain those documents from KUT staff.
- (3) Obtain adequate information necessary for travel in the country you will visit and avoid risks as part of your preparation. You must understand this fundamental rule of travel abroad: ***You are responsible for your own safety.***
- (4) Take out overseas travel insurance

In the case of traveling abroad for university-related activities including study, research or extracurricular activities, please submit a "***Notification of overseas travel***" along with supporting documents. You must complete the payment by the due date.

3 RESEARCH ABOUT THE COUNTRY YOU VISIT

- **You should research about the country/city you are visiting prior to departure and get foreign travel advice from reliable resources such as the foreign ministry of your home country.**

Foreign travel advice from UK government by country: <https://www.gov.uk/foreign-travel-advice>

- **If you plan to visit a place where travel warnings or alerts have been released, you should consult with your advisor before deciding to travel.**
- **Since foreign travel advice is updated spontaneously, you should check the information often, particularly immediately before departure and even during the travel.**
- **You should also pay attention to other safety information about your planned destination.**

The followings are some examples.

- ◆ Deterioration of security, sudden eruption of violence, natural disasters, infectious diseases, epidemic influenza, etc.
- ◆ Special local regulations and laws, special customs, factors that could affect your health (high altitude, pollution, sanitary conditions, type of medical facilities, etc.)
- ◆ Terrorism

Security Service MI5 (UK): <https://www.mi5.gov.uk/>

Australian National Security (Australia): <http://www.nationalsecurity.gov.au/>

- **Understanding of culture & customs, cultural differences such as sex ethics, sentiment toward Japan or your country, etc. are important, too.**

4 IS THE PROGRAM FULLY CARED ?

If you go abroad to participate in a program, please check its safety guide and contents carefully. You should **report your findings to your advisor** when you go abroad for a university-related activity. Particularly, please note the following.

- Whether pick-up service is provided from/to destination airport, etc.
- Emergency response assistance, contact information
- What sort of safety guide/precautions are prepared by the hosts
- If you have a contract document (application form / provisions of contract / travel contract, etc.), you should give a copy to your advisor.

5 SHARE THE INFORMATION WITH YOUR FAMILY

Notify your family of the international travel and discuss with them about security information on the country you will visit if necessary.

6 PLEDGE FOR OVERSEAS TRAVEL

In the case of going abroad for university-related activity, please carefully read *“Items subject to consent”* in *“Pledge for overseas travel”*, and sign a *“Pledge for overseas travel”* to indicate your consent. Obtain those documents from KUT staff.

7 PASSPORT, VISA

- Check your passport and expiration date.(Some countries require a certain period of passport validity for entry.)
- Check if you need a visa to enter the country.
- Check if any vaccinations are required.
- If you visit the US, you need to apply via ESTA.

8(1) FLIGHT & ACCOMMODATION

There are 3 ways to arrange your trip. The party responsible differs depending on the type. When you make arrangements for a flight, accommodation, etc. please decide the travel type you will purchase at a travel company, taking into consideration the cost and the features of each type.

Type (1) Flight or accommodation arrangement by travel company (手配旅行):

The travel company only arranges flight tickets, accommodation, etc. at the customer's request. The customer undertakes the responsibility for responding to or handling incidents during travel. The travel agency has no responsibility for flight delay or flight cancellation, etc.

Type (2) Order-made package tour for specified persons (受注型企画旅行):

Based on the customer's request, the travel company draws up a travel plan, such as a company trip. The travel company and the customer share the responsibility and take actions to respond to or handle happenings.

Type (3) Package tour for unspecified persons (募集型企画旅行):

Package tours provided by a travel company for unspecified persons. The travel company undertakes all responsibilities in principle.

8(2) BOOKING FLIGHT & ACCOMMODATION

- **Book your flight and accommodation following the points listed below**
 - ❑ Prior to departure, in order to ensure safe & unflinching arrival to the final destination, find out safe & sure means of transport from the airport, etc.
 - ❑ Avoid arrival/departure at night.
 - ❑ Do not stay overnight in the airport, do not take long distance night bus or train.
 - ❑ Check the risks in any activities you plan privately.

- **Inform your family of your Itinerary (copy of e-ticket) and accommodation information (name of hotel, address, telephone) prior to departure. In the case of traveling abroad for university-related activities including study, research or extracurricular activities, submit these information to IRC when you submit “*Notification of overseas travel*” and to your advisor**

- In case of any change of itinerary, accommodation, etc. after departure, please inform your family, advisor and IRC. Private travel during your long stay abroad need your advisor’s prior approval. Get the approval well in advance with the itinerary and accommodation, and give the information to your family and IRC.

9 HEALTH: WHAT YOU NEED TO KNOW BEFORE TRAVEL

- **If you will take a long trip (one month or longer), get a health check (including dental check) while planning. If you worry about your physical condition, meet your physician to get treatment.**
- **If you are worried about past or existing illness, consult with a physician about going abroad. You should carry an English letter from your physician describing the medical condition and prescription for medicine. You should check the medical services of visiting country to make sure any required treatment or medication is available. Insurance might not cover medical expenses for your past or existing illness. Bring your own medications.**
- **If you have any special medical information that would be useful if you visit a doctor, such as allergies or medications that you take, prepare an English translation beforehand.**
- **Even if you are now totally healthy, bring medicine for stomachache, headache, colds, diarrhea, travel sickness, etc.**
- **Check about infectious diseases in the target country and get vaccination if you think are useful.**

10 EMERGENCY CONTACT LIST 1, 2

- **Prepare your emergency contact lists. Forms 1, 2 are in the next 2 pages. Please list the telephone numbers available for 24 hours during 7 days, if possible.**
- **Carry the lists at all times with you while travelling.**
- **Deliver copies of the lists to the following:**
 - A) Your advisor at KUT
 - B) IRC (Ref. 12(2))
 - C) Your family/guardian

In case of any change of emergency contact number abroad, please inform the above mentioned people.
- **Inform on-site staff officials in the country to visit of the contact information of your KUT advisor and the number of Global risk control total support desk (Ref.11)**
- **Digital data of the list forms are available at “Application procedure for KUT insurance” in the following web page.**
https://www.kochi-tech.ac.jp/english/campus_life/life_in_kut/abroad.html

Emergency Contact List 1

Student ID		Name	
------------	--	------	--

CONTACT INFORMATION ABROAD

Your personal mobile phone

Mobile phone number	
Mail address 1	
Mail address 2	

Contact information1

Name of organization, person in charge	
Telephone 1	
Telephone 2	
Mail address 1	
Mail address 2	

Contact information2

Name of organization, person in charge	
Telephone 1	
Telephone 2	
Mail address 1	
Mail address 2	

★After completing this form, make copies and deliver to your advisor, IRC & your family/guardian. Carry this with you at all times while abroad. In case of any change, please inform it. You can leave the message at “Global risk control total support desk”.

CONTACT INFORMATION OF YOUR FAMILY/GUARDIAN

Contact information1

Telephone	
Category	house • mobile • at work
Name of telephone owner, relation	

Contact information 2

Telephone	
Category	house • mobile • at work
Name of telephone owner, relation	

Contact information3

Telephone	
Category	house • mobile • at work
Name of telephone owner, relation	

Note:

※This information will not be used other than in case of emergency.

Emergency Contact List 2

★After completing this form, make copies and deliver to your advisor, IRC & your family/guardian. Carry this with you at all times while abroad.

In case of emergency, call “Global risk control total support desk” (24 hours service in English)

* Telephone number is written on the card that will be handed to you soon.

How to make an international phone call from the country to visit.

Your advisor at KUT	Name Phone No.
On-site staff in charge of picking you up at the airport	Phone No.
How to call local police	Phone No.
How to call ambulance	Phone No.
On-site embassy/consulate of your country	Phone No.
Embassy/consulate address	

Travel agency having arranged your flights and accommodation	Phone No.
Contact information in case of loss of credit card	Phone No.
KUT, IRC (Business hours)	0887-53-1130 international@ml.kochi-tech.ac.jp
KUT, Security Office (Night time)	0887-53-1119

Student ID	Name	Blood Type	Allergies	Passport No.	Date of issue (dd/mm/yyyy)	Date of expiry (dd/mm/yyyy)

※This information will not be used other than in case of emergency.

11 IF YOU HAVE A TROUBLE ABROAD

- **Contact one of the following for emergency if you have serious injuries or sickness, or are involved in an accident, trouble or disaster.**

(1) Global risk control total support desk

Refer to the right card IRC provides when you go abroad for university-related activities. They offer services 24 hours and 365 days in English. You can also leave messages to IRC.



(2) Local police or ambulance service

- **Ask for help from the embassy or consulate of your home country in case you feel your body or life is in danger.**
- **Do not forget to report IRC or your advisor in the case of serious injury, sickness or trouble.**

12(1) WHY OVERSEAS TRAVEL INSURANCE NECESSARY

- A) **Very high medical cost might be charged for treatment outside Japan. (In Canada, a patient with heat stroke and pneumonia was hospitalized for 42 days and transported to their home country. The total cost was more than 70 million yen.)**
- B) **Refusal of treatment to a foreigner without payment guarantee.**
- C) **Emergency transportation may cost several tens of million yen.**
- D) **Credit card insurance may not cover expenses, or may not be reliable for payment guarantee as mentioned above B. It typically covers only about a couple of million yen. Payment guarantee will take some time, which will make your treatment late. In addition, you must pay for your medical expense first.**



Overseas travel insurance is necessary to receive a medical treatment when necessary without forcing financial burden on your family

12(2) APPLICATION FOR OVERSEAS TRAVEL INSURANCE

KUT students who travel overseas as part of their university activities (e.g., education, research and extracurricular activities) must take out designated overseas travel insurance by KUT. They must pay for that insurance before the designated date.

At least 1 month prior to departure, students should submit the following documents to IRC:

Required documents to take out overseas travel insurance

- (1) Itinerary (copy of e-ticket)**
- (2) Accommodation information (name, address, telephone number)**
- (3) Emergency contact list 1, 2 (designated form, PPT file)**
- (4) Copy of your passport's identification page**
- (5) Notification of overseas travel (designated form, Word file)**

Digital data of the list forms are available at “Application procedure for KUT insurance” in the following web page. https://www.kochi-tech.ac.jp/english/campus_life/life_in_kut/abroad.html

Please carry the insurance certificate with you throughout the journey. Also, leave copies of your insurance certificate with your family/guardian.

12(3) INSURANCE COVERAGE BY KUT INSURANCE

Insurance coverage is as follows.

Overview of the insurance	
Death due to injury	10 million yen
Physical impediment due to injury	10 million yen
Medical treatment and rescue expenses	100 million yen
Death due to illness	10 million yen
Liability	100 million yen
Baggage damage	100,000 yen
Baggage delays, etc. Aircraft loading	100,000 yen
Flight delay expenses	20,000 yen

※Detail: Refer to insurance policy

12(4) WHEN YOUR TRAVEL INCLUDES PRIVATE AGENDA

If travel includes any private agenda (examples below), **write that clearly in the notification form.**

Examples of private agenda

- Travel to your home before or after an international conference

13(1) SUBSIDIES FOR TRAVELING ABROAD

Outgoing KUT students can get either of the following financial supports from IRC once per year as explained below. (For details, inquire at IRC)

At least 2 weeks prior to departure, application is required in all cases.

➤ **Travel expenses to an international conference to make a presentation**

A KUT student who makes a presentation in English (oral/poster) at an international academic conference held outside Japan can get 1/2 of travel expenses (50,000 yen maximum). A KUT international student who makes a presentation in his/her home country can not apply.

“Application for subsidy for overseas travel” 1. Subsidy for overseas travel for presenting at an international conference

https://www.kochi-tech.ac.jp/english/campus_life/life_in_kut/abroad.html

※Upon use of this grant, the student is required to cooperate for SSP PR (Refer to the last page of this PPT). PPT file can be downloaded at the above URL.

➤ **Travel subsidies for international short program or study abroad**

A KUT student who study at a sister university of KUT as an exchange student or join an international short program which designated by IRC can get 1/2 of travel expenses (50,000 yen maximum).

13(2) SUBSIDIES FOR TRAVELING ABROAD

Outgoing KUT doctoral students can get the following financial support from IRC. (For details, inquire at IRC)

At least 2 weeks prior to departure, application is required.

➤ **Doctoral course students can get grants for research exchange**

When a doctoral student visits a university with which KUT has an academic exchange agreement for the purpose of research exchange, travel expenses for 7 days, at the longest, are provided by IRC.

“Application for subsidy for overseas travel”

2. Research exchange subsidy for doctoral students

https://www.kochi-tech.ac.jp/english/campus_life/life_in_kut/abroad.html

14(1) RECHECK THE MOST IMPORTANT POINTS FOR SAFE INTERNATIONAL TRAVEL

(1) While in a foreign country, you are subject to its laws.

A crime which is not considered serious in Japan or in your country could be considered more serious in a foreign country. You must not conduct an activity that is illegal in Japan or in your country even in a foreign country. In addition, you should well understand and respect local cultures or customs.

(2) Stay away from dangerous places, better not go out in the dark.

(3) Do not carry excessive amounts of money or valuables.

Take precautions to avoid being a target of crime eg do not wear conspicuous clothing.

(4) Do not trust strangers.

There are cases of people being robbed after being offered free food/drink containing drugs.

(5) Special warning about drug offenses.

Absolutely NO taking/accepting/carrying of drugs. Drug offenses are very serious crimes, and can even bring the death penalty. Be careful not to be tricked into being used as a drug courier.

■Please do not resist when being robbed. If robbers request money, do not put your hand into your pocket but just show the place where the money is.

14(2) REDUCE YOUR RISK FROM TERRORISM WHILE ABROAD

The threat from terrorism is high in many countries. You should minimize your risk from terrorism by yourself.

- **Try to avoid public areas and places eg hotels, restaurants, bars and crowded places like markets, malls or sports events. Minimise stay time.**
- **Try to avoid places where significant political or religious events are held; terrorist groups sometimes call for attacks around these times. Be vigilant around significant religious occasions including the Friday of Ramadan**
- **In airports, minimise the time spent in the public area, which is generally less well protected. Move quickly from the check-in counter to the secured areas. Upon arrival, leave the airport as soon as possible.**
- **Always be aware of your surroundings and look out for anything suspicious. You should leave immediately if you find something.**
- **Identify places where you could seek refuge in an emergency.**
- **In restaurants, try to avoid sitting around the doorway, in an open space and near glass doors.**
- **Not to block out outside noise by listening to music with headphones.**

14(3) BASIC KNOWLEDGE FOR CRISIS PREVENTION

Be prepared for crisis prevention by gathering tips to ensure a safe trip abroad. For example, “How to have a safe trip abroad” from reliable resources, such as those provided by your own embassy/government.

15 OTHER

- **Please prepare well by reading guidebooks, etc., to learn about necessary travel items, embarking & disembarking, local transport, money exchange, international phone calls, etc.**
- **Driving in the target country is prohibited in principle.**
- **Credit cards are convenient.(Be careful not to lose them.)**
- **In the case of lost passport, carry the documents necessary for re-issue.**
- **In case of loss, keep a set of copies of important documents separately from the originals (passport, e-ticket, accommodation information, Emergency Contact List 1,2, insurance certificate, credit card, etc.)**
- **Carrying a mobile phone** with you is strongly recommended for risk management. If your mobile phone is not for international use, you can use a rental service. Information is available from IRC.

16 AFTER ARRIVAL

- On your arrival at your destination abroad, please contact your advisor and your family by telephone/mail.
- Keep in contact appropriately while you are abroad.
- Carry your mobile phone, Emergency contact list and insurance certificate at all times with you.
- Please contact your advisor, IRC and your family if your itinerary, accommodation, return flight or return date is changed. Especially in case of your return date change, IRC needs to change your insured period accordingly.

<Characteristics of people who suffer a crime or danger>

Knowledgeless / Careless / Lack in common sense /
Take lightly

<Important points to avoid a crime or danger>

Not to be distinctive / Always be cautious /
Avoid regular pattern of behavior



17 RESIDENCE REPORT AT CONSULATE

- **Please find out the rule of your own country as to whether you are required to register at consulate in the host country in the case of a stay for some period of time.**
- **If the above requirement exists, you should find out whether you need to register after coming back to Japan.**

18 TRAVELS DURING YOUR LONG STAY ABROAD

- **Private and non-private travels during your long stay abroad for the purpose of university activity need prior approval by your advisor. Get the approval well in advance.**
- **Make the plan in accordance with 1-8.**
- **Your family, advisor and IRC must be informed of your Itinerary and accommodation which is indispensable when you are involved in the disaster etc.**
- **Check the on-site embassy/consulate of your country in the visiting country/area and other important information referring to 10 Emergency Contact List.**
- **Carry your mobile phone, Emergency contact list and insurance certificate during your travel.**

CHECK LIST FOR STUDENTS TO GO ABROAD

Action	Reference page	✓
Have you checked warning/alerts released about the target country?	3	
Have you got general safety information on region you'll visit?	3	
Do you have knowledge about things such as culture, politics, social aspects of the target country?	3	
(If your travel is related to a program), have you reviewed how you would be cared for by the program?	4	
Have you gotten your family/guardian's approval for going abroad?	5	
Have you signed "Pledge for overseas travel"?	6	
Have you checked your passport & expiration date?	7	
Have you checked the visa requirements? (Do you have visa?)	7	
Do you need any vaccinations? (Have you gotten them?)	7-9	
(Travel to USA)Have you applied through ESTA?	7	
Have you booked your flight & accommodation in consideration of avoiding arrival/departure at night?	8(2)	
Are you healthy? If you need a medical check / treatment, have you done that? If you have a past or existing illness, have you gotten the advice or a letter from your physician?	9	
Do you have an international mobile phone & have you written the number in the Emergency contact list1?	10-15	
Have you shared the documents to your family/guardian and your KUT advisor? (1) Itinerary (copy of e-ticket) (2) Accommodation information (3) Emergency contact list 1,2	8(2)-10	

Action	Reference page	✓
Have you submitted the documents to IRC and received an insurance certificate? (1) Itinerary (copy of e-ticket) (2) Accommodation information (3) Emergency contact list 1,2 (4) Copy of passport, (5) Notification of overseas travel	8(2)-10-12(2)	
Have you informed on-site staff official of the contact information of your advisor and the numbers of Global risk control total support desk?	10	
Have you purchased an additional travel insurance? (KUT strongly recommends to buy it)	12(3)	
Have you left a copy of your Insurance certificate to your family?	12(2)	
Have you applied for financial supports for travel expenses? (option)	13(1)-(2)	
Have you acquired basic knowledge to reduce risk from terrorism and to avoid or prepare for possible troubles?	14(1)-(3)	
Have you read a guidebook, etc. to get general information on international travel?	15	
Have you prepared copies? (1) Itinerary(e-ticket) (2) Accommodation information (3) Emergency contact list 1,2 (4) Passport (5) Insurance certificate (6) Credit cards	15	
Have you prepared documents in case you need to have your passport replaced abroad?	15	
(After arriving at the target country) Have you informed your advisor & family of your arrival?	16	
(After arriving, if staying in the visiting country long) Have you registered at your consulate in the host country?	17	
(Above case, after returning to Japan) Have you informed the consulate of your return home?	17	

Thank you for showing this slide at the end of your presentation.

- THANK YOU -



For Ph.D. admissions under Special Scholarship Program, please visit:

www.kochi-tech.ac.jp

https://www.kochi-tech.ac.jp/english/admission/ssp/outline_1.html