

April 7th, 2021

To All Kanazawa University Students (including international students)

Vice President (International Affairs)

Overseas Travel Procedures 【Important】

In overseas, "Protecting your life is your own responsibility" is the basic principle. All Kanazawa University students who travel overseas must complete the following five procedures. Please refer to the following website 'International Exchange' for more details, and download all the necessary forms. Please complete all procedures before the deadlines.

『International Exchange』 Website<Risk Management>

<https://www2.adm.kanazawa-u.ac.jp/ryukou/sgu/htdocs/international/risk/index.html>

※The list of the overseas training programs organized by KU can also be found on the website above.



0. 【Learn about your travel destination】

Check out the latest information of the destination country/region at the Website of the MOFA's "Overseas Travel Safety Information"

<http://www.anzen.mofa.go.jp/masters/explanation.html>(*in English)

<http://www.anzen.mofa.go.jp/> (*in Japanese)

Travel to "Level 2" areas: In principle, avoid all travel" according to the above website. Students must submit the necessary documents to the Study Abroad Section, International Student Exchange Division, International Relations Department, by 3 months prior to departure from Japan.

Travel to "Level 3" or "Level 4" areas: Moving these areas is prohibited in principle. In case of unavoidable and extraordinary circumstances, students have to obtain a permission from the dean or graduate school dean through the affiliated student affairs section. With this permission, students must submit the necessary documents to the Study Abroad Section, International Student Exchange Division, International Relations Department.

Please also contact the Study Abroad Section promptly if the danger level rises during your trip (e.g. rise from Level 1 to Level 2).

1.【Before Traveling Overseas】 :

Orientation (Attend the Risk Management Orientation, Collect Information, and Prepare for Necessary Vaccination, etc.)

All students are required **to attend the orientation for the program that you'll participate in, as well as the "Risk Management Orientation for KU Students who will Travel Overseas" (explained in Japanese language only).**※

In addition, read the "Emergency Contact Information" and the orientation materials thoroughly. Depending on the countries, travel dates and duration, be sure to confirm the voyage safety standards of the Ministry of Foreign Affairs, visa acquisition, and the necessary vaccinations.

※The students who cannot attend the Risk Management Orientation and the International Students who cannot understand Japanese language must check the above website for the detailed procedures.

2. [Before Traveling Overseas] : Submit All Necessary Documents

1 Submit the form 'Overseas Travel Notification' via Acanthus Portal Web Class.

■ How to submit ■

Log-in from your own account at the following URL.

https://lms-wc.el.kanazawa-u.ac.jp/webclass/login.php?group_id=bd7994018aa3e7d03fcb1f35d1982f2c&auth_mode=SHIB

*All students must submit it prior to the departure. 4 weeks ahead is preferred.

*Without submission of the 'Overseas Travel Notification,' the insurance procedure cannot be completed.

2 Submit the form "KU Study Abroad Programs Participation Pledge" and "Personal Health Declaration Form" when participating KU Study Abroad Programs. The list of KU Study Abroad Programs is posted here: <https://sgu.adm.kanazawa-u.ac.jp/international/category/abroad/>

3 You must submit the appropriate forms for your specific situation, such as the '**Study Abroad Notification**' if you are going to study abroad for more than one semester or one quarter, to your student affairs section.



3. [Before Traveling Overseas]:

Apply for the Overseas Travel Insurance and the Crisis and Risk Management Service

If the travel purpose is considered to be a part of education and research activities (Participating in the overseas programs organized by KU attending a conference, etc.), students are required to apply for **both ① the Overseas Travel Insurance (FUTAI-KAIGAKU, Tokyo Marine & Nichido Fire Insurance Co., Ltd.) and ② the Crisis and Risk Management Services (Japan IR&C Corporation).**

Those traveling overseas for internship or volunteer must also subscribe to **③ Gakkensai "FUTAI-BAISEKI (Intern-bai)"** in addition to the above ①② services.

- In case you must purchase other insurance specified by the host institution or country etc., you are still required to subscribe to the above ①② services.
- If you have to purchase other travel insurance in addition of FUTAI-KAIGAKU, check the limit of indemnity coverage of the "Medical Rescuer's Expenses" which must be more than 30,000,000 JPY. Please submit the insurance certificate via WebClass.
- Oversea travels without any educational or research purposes (such as sightseeing purpose, or International students who temporarily back to home country) cannot be covered by **FUTAI-KAIGAKU or the crisis and risk management services**

【How to Subscribe to ①②】 ※ ①② services can be subscribed in one package.

Be sure to finish the application at least two weeks before the departure.

1. Fill in the e-application form with necessary information and submit it online.
2. Read the payment instructions written in the email from E-Calls, the insurance agent, and make the payment before the deadline.
3. The insurance certificate, handbook and other documents will be mailed to the address indicated in your e-application form in about 7 business days after the payment is made.

<Contact> E-CALLS Inc. Customer center

(TEL: 03-5614-1696, 0696 (JP only), Email : kanyu@e-calls.co.jp)

【How to Subscribe to ③】

1. Please visit the Kanazawa University Health Service Center for this procedure.
<Contact> **Kanazawa University Health Service Center**, 1st Floor Administration Building, Kakuma Campus, TEL: 076-264-5254, Email : hokekan@kenroku.kanazawa-u.ac.jp

4. 【While Traveling Overseas】: Contact While You are Overseas

Always bring the "Emergency Contact Information" and remember to contact and report regularly to your family and KU staff, to let them know that you're safe. In case of natural disaster, infectious diseases such as new type of influenza, or terrorism happen, be sure to inform your safety to the family and KU staff. You can tap "I'm fine" button via the Japan IR&C smartphone APP "Pro Finder".

In case of emergency during the travel, contact Japan IR&C Corporation via phone call. When it's not urgent, please contact Japan IR&C via email "cs-emergency@i-rac.co.jp". The "Message" function in the Japan IR&C smartphone APP "Pro Finder" is not intended for use with emergency.

5. 【After Return Japan】 : Submit the Necessary Documents

`Return Notification` must be submitted via Web Class within one week.

If you have any health concern, be sure to see the doctor within three days. Also check with the insurance company about the medical expenses reimbursement.

Contact
Study Abroad Section
International Student Exchange Division
International Relations Department
Kanazawa University
E-mail: studyabroad@adm.kanazawa-u.ac.jp