

Overseas Travel Procedures Flowchart

(機 1)

For Students

Date Revised: May 2025

To all students of Niigata University (NU) who plan to travel abroad:

1. Check the safety information on the “Overseas Safety HP” of the MOFA Japan
[Notice] NU students are NOT allowed to travel to any countries/areas with a risk level of 2 (“Avoid Non-essential Travel”) or higher (including infectious disease risk information), and/or any countries/areas where travel self-restraint is advised based on spot information or short time travel alert regarding specific events.
2. Register for “Tabi-Regi” * *Those who stay abroad for 3 months or more are required to submit a residence report when a place of accommodation is determined. If you have enrolled in the “Crisis Management Services”, you will be automatically registered in “Tabi-Regi” in conjunction with your enrollment, so please check your information registered and make necessary corrections. You can also register for “Tabi-Regi” manually before the automatic enrollment.
3. Confirm the contact details of Japanese embassies in the designated country or region.
4. Attend the Orientation for Overseas Safety Management before Traveling (held in July and December)

Do any of the following apply to your travel overseas?

- ① Participating in a study abroad program implemented or recruited by NU, including exchange programs at partner institutions, research activities, and attending academic conferences.
- ② Individual study abroad (travel) for the purpose of language training, research activities, etc. (including the case of taking a leave of absence).

YES

NO

Travel (such as overseas trips) that is not for educational or research purposes.

As a general rule, you must enroll in:
“Futai Kaigaku” (overseas study insurance coupled with “Gakkensai”) and
“Anshin Support Desk” (Crisis Management Services)

For enrollment procedures, please follow the instructions provided by the program coordinators or the administrative staff of Student Affairs Office of your faculty/graduate school. You can download enrollment information from NU Student Web System. Use the URL stated in the enrollment guide (the university’s enrollment registration form) to complete the enrollment process.

For individual study abroad: If you are participating in study abroad programs organized by external institutions, follow these steps: Fill out the “Confirmation Form for “Futai Kaigaku” (overseas study insurance) and Crisis Management Services.” Obtain the signature or seal of your academic instructor or relevant personnel in the “Academic Supervisor Confirmation Section.” Submit the form to the Student Affairs Office of your faculty/graduate school. Complete the enrollment process as mentioned above.

Enroll in general overseas travel insurance
[Notice] Make sure that your insurance has sufficient coverage. In general, a credit card supplementary insurance is not acceptable. It is recommended that the compensation be not less than 30 million yen for medical and rescuer’s expenses, and personal liability expenses be at the insurance company’s maximum coverage limit. (However, please be aware that even more than 30 million yen coverage does not guarantee full compensation for accident-related expenses.)

Recommended

Enroll in “Anshin Support Desk”
Crisis Management Services
(application & payment)

Note: Excludes private trips where relatives accompany you and/or temporary returns of international students.

Share the information with your family regarding the contract details of the insurance and the service.

Submit the following documents to Student Affairs Office of your faculty/graduate school

- ① “Kaigai Toko Keikakusho” (Overseas Travel Plan Form) and “Kaigai Tokomae-Kakuninsho (Pre-Travel Confirmation Form) (Even if you are on leave, don’t forget to submit these)

“Kaigai Toko Keikakusho” (Overseas Travel Registration Form): Input travel information via **NU Student Web System** under “Overseas Travel Registration”, generate a PDF and submit it to the Student Affairs Office.

“Kaigai Tokomae Kakuninsho” (Pre-Travel Confirmation Form): Download this form from NU Student Web System, understand the listed confirmation items, sign it, and submit it to the Student Affairs Office of your faculty/graduate school.

- ② Application form for study abroad/leave for absence
(for those who are applicable)

- ③ Documents other than the above which the Student Affairs Office requires

Departure! Get in touch with your family and your academic supervisor during your stay abroad.

After returning home, report to the member of the faculty in charge of the program, your academic supervisor, and the relevant university staff members and submit required report documents.

For more details, please refer to the website below

➤ <https://www.niigata-u.ac.jp/international/study-abroad/safety/>

