

Temporary Leave Notification for Travel Abroad

To the Dean

Date: / /

Faculty:

 Male / Female

Student ID Number:

Name:

Signature _____

Address:

TEL:

E-mail: _____

Supervisor's name

TEL:

Signature _____

This is for a leave of absence: Yes / NoPurpose (Please put a ✓ in)

①	<input type="checkbox"/> academic research
②	<input type="checkbox"/> class for credit (class name _____)
③	<input type="checkbox"/> other academic activity (short language study · culture study · internship · international conference)
④	<input type="checkbox"/> overseas study (more than 1 month)
⑤	<input type="checkbox"/> sightseeing
⑥	<input type="checkbox"/> temporary return to home country
⑦	<input type="checkbox"/> other (_____)

Travel period	From: year /month /day	To: year /month /day	
Destination	Country: _____ City: _____		
Schedule	Month/Day	Visit institutions · Lodging	TEL/E-mail address
With a group? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Group leader's name: _____ E-mail: _____ TEL: _____		
Emergency addresses	*Mobile phone number available for international calls TEL: _____ TEL (Traveling companion): _____		
	*If you are a minor, you must obtain the consent of a person with parental authority. Contact in Japan Name : _____ Address : _____ TEL : _____ E-mail : _____		
	Travel company / agent's name : _____		TEL: _____
Attach copy	<input type="checkbox"/> Passport <input type="checkbox"/> Overseas travel accident insurance card		
Received scholarship	<input type="checkbox"/> Yes (*read #5 below) <input type="checkbox"/> No		
Other Information			

***Attention

1. You must talk with your supervisor about the travel and you can't travel without permission.
2. Be sure to fill in a contact person's name in Japan and tour company name during the trip.
If you have a mobile phone available for international calls, do not forget to write the number.
And if you know where you will stay in the foreign countries, write the addresses.
3. Fill in the schedule, course, the place of stay, etc.
4. If there is not enough space for "2" and "3", please attach a separate sheet with the necessary information.
5. If you are receiving any scholarship, please confirm the status of the scholarship when leaving the country.
6. After returning you should submit a "Notification of Return to Japan" (attached sheet: form 2) immediately.