

Temporary Leave Notification for Travel Abroad

To the Dean

Date: / /

Faculty / Grad.school:

 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 • Academic activities of Ehime Univ. (Overseas program • Internship • Int'l conference, etc.) (Class/Program/Conference name: _____)	
③	<input type="checkbox"/> Other study activity not related to Ehime Univ. (Short language study • Culture study, etc.)	
④	<input type="checkbox"/> Overseas study (more than 3 months) (Name of Institution: _____)	
⑤	<input type="checkbox"/> Temporary return to home country	
⑥	<input type="checkbox"/> Other (Sightseeing • _____)	

Travel period	From: year /month /day	To: year /month /day	
Destination	Country: _____ City: _____		
Schedule (Please include the name of visiting institution)	Month/Day	Visit institutions • Lodging	TEL/E-mail address
	/	Leave Matsuyama	
	/	Leave _____ Airport (Japan)	
/	Arrive at _____ Airport (Japan)		
/	Arrive at Matsuyama		
With a group? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Group leader's name: _____ TEL: _____ E-mail: _____		
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.

Notification of Return to Japan

Date: / /

To the Dean

I finished my travel abroad and report that I came back to Japan safely.

Name: _____ Student ID Number: _____

Summary of your travel

(1) Travel destination (Country, City): _____

(2) Purpose (Please put a ✓ in)

- ① Academic research
- ② Class for credit • Academic activities of Ehime Univ. (Overseas program • Internship • Int'l conference, etc.)
(Class/Program/Conference name: _____)
- ③ Another study activity not related to Ehime Univ. (Short language study • Culture study, etc.) _____)
- ④ Overseas study (more than 3 months) (Name of Institution: _____)
- ⑤ Temporary return to home country
- ⑥ Other (Sightseeing • _____)

(3) Travel period: From: year /month /day To: year /month /day

If your travel plan changed from what you wrote in "Temporary Leave Notification for Travel Abroad", fill in the following items.

(4) Change of travel plans: Yes / No

Changes:

Reason for change:
