

# Handbook for Overseas Travel Procedures

Institute for International Relations (IIR)  
Ehime University



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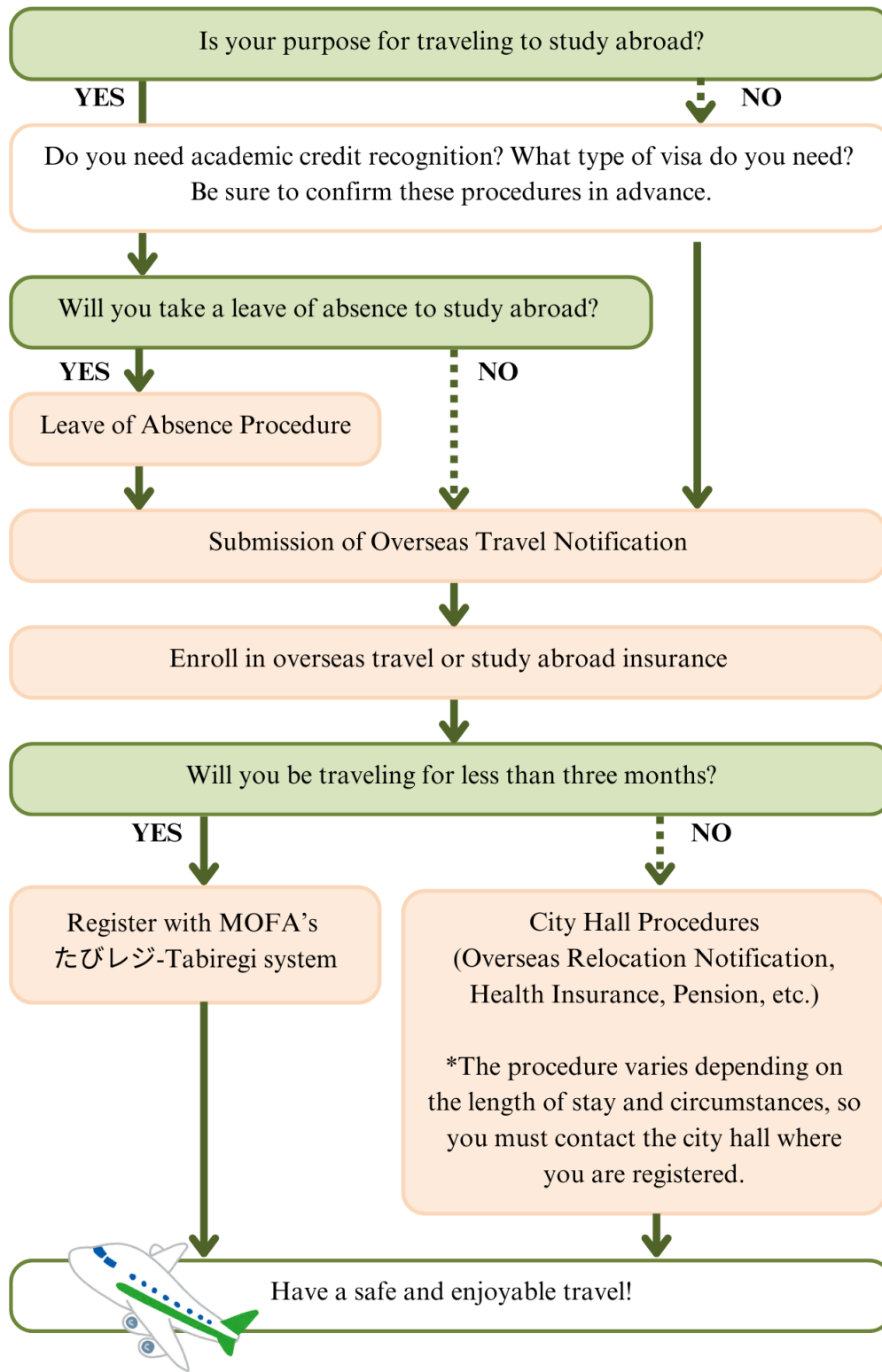
# Procedures Before Departure (Part1): Travel Preparation

When you decide on your overseas travel, such as studying abroad, start your preparations as early as possible. Below are the main preparations required before departure. Please note that these are general guidelines; you should confirm the necessary steps according to your destination. Please use the suggested timeframe as a reference.

Preparation Item		Timing	Notes
<input type="checkbox"/>	Vaccination (Get vaccinated according to the Ministry of Health, Labour and Welfare's information.)	7-3 months before departure	As needed. [MHLW HP] <a href="https://www.forth.go.jp/moreinfo/vaccination.html">https://www.forth.go.jp/moreinfo/vaccination.html</a>
<input type="checkbox"/>	Medical Check-up	At least 6 weeks before	As needed.
<input type="checkbox"/>	Dental Check-up and Treatment		
<input type="checkbox"/>	If you take regular medication, get medication or a prescription in English for your stay.	As early as possible	Allow time for visa and passport applications. The process may take some time.  *Depending on your destination, you may need a visa to book your airline tickets.
<input type="checkbox"/>	Apply for or check the validity of your passport		
<input type="checkbox"/>	Apply for a visa (if required)		
<input type="checkbox"/>	Research destination information (culture, customs, climate, laws, etc.)		
<input type="checkbox"/>	Prepare necessary items for your stay		
<input type="checkbox"/>	Book airline tickets		
<input type="checkbox"/>	Gather information on crisis management for study abroad (see the Overseas Travel Safety Guide or the JCSOS website).		[JCSOS HP] <a href="https://www.jcsos.org/traveler">https://www.jcsos.org/traveler</a> Contact your department or the Student Exchange Division for ID and password.
<input type="checkbox"/>	Check local security and infectious disease information from the Ministry of Foreign Affairs (MOFA).		[MOFA HP] <a href="http://www.anzen.mofa.go.jp/">http://www.anzen.mofa.go.jp/</a>
<input type="checkbox"/>	Enroll in overseas travel or study abroad insurance	At least 2 weeks before	
<input type="checkbox"/>	Register an overseas travel notification (submit additional documentation to your faculty or graduate school as required)		Register through the Academic Support System to register
<input type="checkbox"/>	Create a list of emergency contacts (local embassy/consulate, local police, credit card company, airline, insurance company, university emergency contacts, etc.)		
<input type="checkbox"/>	Register with MOFA's たびレジ-Tabiregi system (for stays less than three months)	After finalizing travel dates	[たびレジ - Tabiregi] <a href="https://www.ezairyu.mofa.go.jp/tabiregi/">https://www.ezairyu.mofa.go.jp/tabiregi/</a>
<input type="checkbox"/>	Attend program briefing or pre-departure orientation	As needed	

# Procedures Before Departure (Part2): Documentation Procedure

When traveling overseas, the following basic documentation procedures are required.



Additional documentation may be required for personally arranged language training programs or scholarships. Be sure to check with the relevant department or organization.

# Procedures During Your Stay Abroad

Upon arriving at your destination, promptly notify the relevant parties in Japan of your safe arrival. During your stay, obey the laws of your host country and the rules of your host institution. In addition, follow the guidelines in the Overseas Travel Safety Guide to ensure a safe and fulfilling experience.

## I . Reporting Your Residential Address and Contact Information

If your residential address or contact information was not decided before departure, report it to your faculty, graduate school, or the International Relations Division as soon as it is confirmed (preferably within one week).

**If your address or contact information changes, notify the same entities immediately.**

## II . Academic Credit Recognition

If you want to transfer academic credits from your study abroad program, you may need to submit a transcript or other required documents when you return to Japan. Confirm these requirements with your faculty or graduate school before you leave and arrange to obtain the necessary documents during your stay abroad.



For information on infectious diseases after returning to Japan, please check the following Web site for the latest information.

**【Ministry of Health, Labour and Welfare HP : Quarantine Measures for Entry into Japan】**  
[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_00209.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html)

# Procedures After Returning to Japan

After returning, you must promptly submit the following documents to the office of your faculty or graduate school.

Procedural Items		Notes
<input type="checkbox"/>	Submit the Overseas Travel Return Notification	Register through the Academic Support System.
<input type="checkbox"/>	Prepare and Submit Required Documents for Academic Credit Recognition	
<input type="checkbox"/>	Submit Documents Related to Re-enrollment	*Required only if you have taken a leave of absence.



Some programs may require additional documentations, such as reports or surveys. Check the program guidelines and submit these by the specified deadlines.

If you carried out any scholarship-related procedures before departure, please promptly complete the necessary procedures after returning.

⊕If you continue to feel unwell after returning to Japan, see a doctor as soon as possible. Be sure to tell them which country you visited.

Call the Health Service Center at Ehime University (Aidai Muse 1F: **089-927-9193**) if you are not sure which medical facility to visit.

It is also mandatory to participate in the next scheduled student health check-up.

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