

Overseas Travel Notification

Submitted on _____ / _____ / _____

To President of Hiroshima City University:

Name _____ Student # _____ Phone # _____

Email Address _____
(The one other than univ. email)

Have you set your university email account to be used even overseas? Yes No

We will email you at your university email address if natural disasters or terrorism occur in your destinations to confirm your safety. Please check the email frequently.

Overseas phone # _____ ← Check if same as above #
Contact persons for emergency
In Japan Name _____ Relationship _____ Cellphone # _____
Outside Japan Name _____ Relationship _____ Cellphone # _____
Country _____ Country Code # _____

Purpose of the travel

- Study abroad to partner university Short term language training
 Cultural exchange program Research, Conference (Name of professor: _____ # of student: _____)
 Private study abroad Seminar trip (Name of professor: _____ # of student: _____)
 Private trip Overseas volunteer Other (_____)

Destination Country _____ City _____
*If destinations are more than one, list all.

Itinerary

	Date	Depart from		Arrive at		Note
		Country	City	Country	City	
Start	/					
	/					
	/					
	/					
	/					
End	/					

*List all locations you stay including transits.

Things to check before you go traveling:

- Covered by travel insurance? (Which one? _____)
 Checked if your destinations are safe?

Personal information above is collected only for the purposes to manage overseas safety and investigate overseas travel status, and is properly managed, abiding by Personal Information Protection Rules of Hiroshima City University.

For university staff use only

Received on _____ / _____ / _____