Overseas Travel Notification
海 外 渡 航 届

Date(YYYY/DD/MM)：　　　　/　　/

To Dean/Department Chair

Department:	Grade: (1・2・3・4・5・6)
Graduate School:	Grade: (Master/Doctor)
Student ID No.:	
Name:	
Sex:	Male ・ Female
Name of your supervisor:	Seal 印

I submit the Overseas Travel Notification as follows.

Destination (country・region)			
Place to stay (hotel, organization, university etc.)			
Departure date from Japan	YYYY / MM / DD	Return date to Japan	YYYY / MM / DD
Name of the travel agency	Name of the company: Phone:　　　　　　　　　　　　　Person in charge:		

Purpose of your travel	Private travel	1. Sightseeing 2. Temporary Return 3. Language Training Program（Name of the program：　　　　　　　） 4. Others（　　　　　　　　　　　　　　　　　　　　　　　）
	Travel by University program etc.	1. International Conference 2. Exchange Program 3. Mie University's Program（Name of the program：　　　　　） 4. Others（　　　　　　　　　　　　　　　　　　　　　　　）

Overseas Travel Insurance (*In the case of travel by university program etc., please fill in.)	Insurance company	
	Coverage type	

Schedule of your travel (You can attach itinerary instead of filling out this section.)	Date (YYYY/MM/DD)	Itinerary （※Please describe it briefly.）
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	/ /	
	/ /	
	/ /	

Emergency contacts	①In Japan *Except yourself (Family or relatives etc.)	Address				
		Name		Relationship		Phone	
		E-mail				
	②Place to stay *Locally available	Address				
		Phone				
		E-mail				

【Important reminders】

（1）Please fill out all of it for emergency.

（2）In the case of a group tour, the representative has to attach the participants list.

（3）In case of trave within less than 3 months, you need to register for "Tabi-reji（たびレジ）": registration for overseas travel.

In case of travel for more than 3 months, you need to register for "ORRnet (在留届電子届出システム)": Overseas Residential Registration.
Refer to the web site of Ministry of Foreign Affairs of Japan for the details:　https://www.ezairyu.mofa.go.jp/
（※ Only for Japanese students）

（4）Make sure to write locally available e-mail address; sometimes you can't get any e-mails through "Yunipa", *Universal Passport* (Google) by location.

※ The information you gave us should be used only for emergency.