Submit a "Notification of Overseas Travel" when traveling abroad

Kyoto University requires students to submit a "Notification of Overseas Travel" when traveling abroad. The purpose of this form is to promptly alert students who are traveling abroad and confirm their safety in the event of a disaster, terrorist attack, infectious disease, or other emergency. **Please be sure to submit this form for all overseas travel, including not only study abroad, research, fieldwork, participation in academic conferences, etc., but also private travel such as returning to your home country and sightseeing.**

Changes

[New] Online submission is now available through the "Kyoto University Management System of International Education and Student Mobility (KUIESM)" (From May 30, 2023*).

⇒ Please access KUIESM from KULASIS using the following method and register your travel information, etc.

How to submit

1. Log in the "Common portal for All students" website → access to "KULASIS."

https://student.iimc.kyoto-u.ac.jp/

2. Access to "KUIESM" via the link on "KULASIS."

Click the link "Register Overseas Travel information" at the "Home" tab in KULASIS.

※In KUIESM, please check "Information from the International Education and Student Mobility Division" and follow the instructions on the input screen to proceed with registration.
For details on registration, please refer to the manual displayed on the KUIESM.

※If you have any questions, please contact the educational affairs section of your department.

Contents page

As of May 25th, 2023, IESMD (in charge of KUIESM)

Click on what you want to know to view each manual page.

1. Start online registration for notification form.

Please read the following in the "Information from the International Education and Student Mobility Division (IESMD)" column at the top of the first screen that appears in the Overseas Travel function, and begin your registration.

① How to register a new notification.
② View a list of travel notifications once saved.
③ How to see 《Status》 in the list of travel notifications and editable status.

Information from the International Education and Student Mobility Division (IESMD)

【About the characters that can be used in KUIESM.】
KUIESM is a system designed to be input in Japanese or English. Please check the input character error message and substitute the characters allowed by the system.

【How to register a notification】
For "New Registration," first select "Input Template" from the following registration （）、th）
"Commence registration" button to start inputting data. Please pull down each section group and review the options.
●Group 1: For study through an inter-university or departmental agreement. Duration of study at an overseas university through a double degree/joint degree.
●Group 2: For study for a KU official course/curriculum or regular program run by the university/department.
●Group 3: Registration by type of "purpose of travel" for study abroad not based on a specific agreement or program.
●Group 4: A purpose for personal travel (such as private tourism, returning your home country).

Registered notification can be viewed and edited from "Registered data / drafts". →Manual

【About "Data status" and data-editing availability】
●You can edit after the "Status" of the data is "Draft", or after the university completes its confirmation ("Confirmed by department") or you receive a request for correction ("Remand from xx") from the university.
When the status is "Departed," only the end date of travel and remarks/memo can be edited.

●If the "Status" of the notification is as follows, the student's screen will be locked because the university is in the process of checking your notification, or completion of travel.
-"Submit to supervisor", "Approved by supervisor", "Submit to department", "Returned to Japan"

New Registration: Selection Procedure for Input Templates ①

Data management after registration ②

③

~~ [omit] ~~

Registered data / drafts (max. 5 latest items)

Please view the details of your returned travel information and register "Returned . (If there are any travel information, please correct them before registering)

NO.	STATUS	START DATE	END DATE	COUNTRY/REGION	PROGRAM/TRAVEL DETAILS	
1	DEPARTED	Apr 12, 2023	Oct 27, 2023	Laos ヴィエンチャン、ルアンパバーン、ウドムサイ、ポンサリー、バンコク（タイ陸路移	松下幸之助国際スカラシップ	Detail

Displays the five most recent entries of registered data→Click on "Display All" to display more.

Data status of notification

Display all

New registration

1. Overseas travel for study through an inter-university or departmental agreement

(Select a program template) ⌄ Commence registration

For new registration, select the appropriate input template from the four groups in this section.

~~ [omit] ~~

2. Overseas travel for study for a curriculum or regular program run by the university/department

(Select a program template) ⌄ **Commence registration**

268 : ASAFAS Explorer Program

Select input template and set→ [Commence registration]

2. Overseas travel for study for a curriculum or regular program run by the university/department

268 : ASAFAS Explorer Program ⌄ **Commence registration**

Student manual for registering "Notification of Overseas Travel" on KUIESM.

● Template Groups and List of Input Templates

Below are some typical input templates. The templates displayed will vary depending on your department and programs you can participate in.

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1. Overseas travel for study through an inter-university or departmental agreement.
   *Only for regular students
- Student Exchange Program (University-wide)
- Student Exchange Program (Department/Faculty-wide)
- Double Degree Program (period of Study at the foreign University)
- Joint Degree Program (period of Study at the foreign University)
   *If a template is not prepared for each university, please use the template for the name of the agreement only.

---

2. Overseas travel for study for a curriculum or regular program run by the university /department.   *Templates in this category are posted at the time of the event.
- (Short-term study abroad and language training programs for the entire university sponsored by the IESMD office and other divisions of the university.)
- (Traveling/Studying abroad in relation to the classes and curriculum of each department)
- (ILAS Seminar (Overseas))   etc.

---

3. Overseas travel for study (other than types of travel included #1 or #2)
Select the input template from the travel purpose.
      (Not a fixed program travel or not in options group 1 and 2)

- List of purpose of travel:
   language training
   study abroad
   internship
   research
   surveys/fieldworks
   Japan Overseas Cooperation Volunteers
   attendance at academic conferences
   other study abroad*

   *···Travel that cannot be categorized under a specific travel purpose option, but involves study. To be used only if unclassifiable.

---

4. Overseas travel for any purpose other than study (e.g. leisure, returning home, extracurricular activities, etc.)
If the purpose of travel is "sightseeing" or "personal travel" for "return home, extracurricular activities, etc.," select a template from this group.
                    *Ex.: Return to your home contry→Select "Option 02"

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2. Entry of notification: fill in the Notes tab.

● After selecting an input template and clicking the "Commence registration" button, the input details screen will appear. The input screen is divided into "four tabs" at the top, each with its own information to be entered. This page describes the four items on the <Notes> tab.

| Notes: | "Notification of Overseas Travel" | Travel schedule | Approver |

| Points to note:

1. Items to be confirmed regarding securit[y]

*In the case of overseas travel for personal purpose[s]
   Examples of "personal purposes":
   ● Tourism, returning to home country, extracurr[icular]
   ● Self-financed study abroad
   ● Personal job hunting, etc.

*In the case of overseas travel financed by the univ[ersity]
to study at the university, please select the appropr[iate]

① Will any forms of technology be provided to ot[hers]

○ Yes ○ No
*In the following cases, please select "No" to this question.
   ● In the case that technical information, etc., taken abro[ad]
     disclosed to others.
   ● In the case that information will be provided at an inte[rnational conference in which anyone can]
     participate, as there are no eligibility restrictions on part[icipation]
   ● In the case of overseas travel by students in humanitie[s]

② Will research equipment, measuring instrume[nts, samples, etc., other than commercially available]
computers, digital cameras, and mobile phones [be carried or sent separately to the overseas travel]
destination?

○ Yes ○ No

> **1.Items to be confirmed regarding security export control regulations**
>
> Please check the "i" mark next to the title and follow the instructions on the screen to answer the questions.
> **① Will any forms of technology be provided to others during the overseas travel?**
> ○ Yes ○ No
> **② Will research equipment, measuring instruments, samples, etc., other than commercially available computers, digital cameras, and mobile phones be carried or sent separately to the oversea travel destination?**
> ○ Yes ○ No
> ↓
> If you answered "Yes" to either of the above questions, please confirm the "Departmental Information" column at the bottom of this tab, and follow the required procedures.

*In the following cases, please confirm the "Departmental Information" section at the bottom of this tab, and follow the required procedures.
   ● If you answered "Yes" to either of the above questions.
   ● If, having read the supplementary explanation provided for each question, you are still not sure which answer to choose.

2. Registration for the JAPAN IR&C Corporation's risk management support system ⓘ

*It is a requirement to enroll in the Japan IR&C Corp[oration...]
overseas travel related to university activities or fina[ncial...]
fieldwork, participation in an academic conference, [...]
university.
Please check the following IR&C eligibility criteria ap[ply...]
If the purpose of this travel is for personal purposes [...]
travel that does not involve study or research), YOU [...]

☐ ①: The travel is for the purpose of study or resear[ch...]
   presentations, participation in seminars etc.)
If you check ①, please check the most applicable rad[io button...]
○ ②: Travel required for courses at the university, o[r...]
   program, etc., organized by (or related to) the uni[versity...]
○ ③: Travel expenses will be provided by the univer[sity...]
○ ④: Although "② and ③" above do not apply, the [...]
   supervisor/authorized person in the field, or such [...]
○ ⑤: The travel is for university-related work.

> **2. Registration for the JAPAN IR&C Corporation's risk management support system**
>
> Please refer to the "i" mark next to the title and follow the instructions on the screen to answer the questions.
> For personal travel, please leave all questions unselected.
> ↓
> If any of (2)-(5) is checked, you MAY BE a Japan IR&C subscriber and will be required to follow the instructions in the "Departmental Information"column at the bottom of this tab to complete the necessary procedures.

If any of the above apply, you are required to enroll in the Japan IR&C Corporation's risk management support system.
To enroll in the system, copies of the overseas travel insurance documents are required. Please follow the instructions of the administrative office in charge, and submit the required documents and information.

   • In the case of travel through a university exchange program, or short-term exchange program managed by the International Education and Student Mobility Division, please contact the International Education and Student Mobility Division.

Student manual for registering "Notification of Overseas Travel" on KUIESM.

- In other cases, please refer to the "Departmental Information" section below.

3. Overseas travel insurance

*In the case of travel for personal purposes that do n
country, or circle activities, please select and enroll i
*For university-related travel, it is recommended to e
education and research (Futaikaigaku).
Reference: "Study abroad and insurance" on the univ

① I will enroll in overseas travel insurance which
expenses.

○ Yes ○ I will purchase the insurance prior to dep

② I will confirm the leaflet "Safe Travel Abroad" on the university website, and print it out for my use.

○ Yes ○ I will confirm it later.
"Safe Travel Abroad" on the university's website ⊿

4. Registration for Tabi-regi or OPR (overseas residential registration) net systems (*Japanese nationals only)

Tabi-reji and OPR net systems ⊿

Japanese students who are currently staying abro
required information on the Tabi-reji or OPR net s

○ I have already   ○ I will register before
registered   departure*
*Please refer to the "Departmental Information" section belov
Corporation's risk management support system will be autom
required information in Tabi-reji by yourself. Please submit th

Departmental Information

1. Procedures for security export control regulation
Please ask your academic advisor.

2. Procedures for eligibility for Japan IR&C Overseas Emer System
○If you are going to study abroad under the departmental-le
upload the following documents to this system (at the bottor
・A apprication form for IR&C
・A copy of your travel itinerary showing the entire itinerary (including flight numbers)
・A copy of your overseas travel insurance card

3. Overseas travel insurance

This section is for checking information related to travel insurance when traveling abroad. Please answer the questions and consider purchasing appropriate travel insurance.

4. Registration for Tabi-regi or OPR (overseas residential registration) net systems (*Japanese nationals only)

Please answer the questions. If you are a Japanese citizen, please register your Tabi-regi or OPR system from the link.

Departmental Information

Please refer to the necessary procedures for the relevant person(s).

★**Attention! The [Submit] button appears only in the "Approver" tab.**

Back | Save the draft | ✗ Submit
↓
Please be sure to complete all tabs before [Submit] from the <Approver> tab.
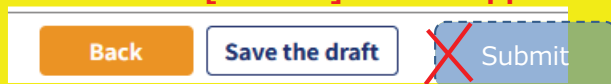
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3. Entry of notification: fill in the Notification tab.

● This page describes the <Notification> tab.

| Notes: | "Notification of Overseas Travel" | Travel schedule | Approver |

KUIESM adjusts the Notification tab to the optimal number of entry items according to the "Input Template" selected at the start of registration.
Follow the on-screen guide text for each item and enter the information in order from the top.

Ex.) Input screen according to the selected Template of "Kingfisher program" from group 2.

Destination

Country/region
Search for the country/region name or select from the pull-down list.
Once you select the country/region, the institutions in that country/

United States of America

Hosting institution
Search for the institution name or select from the pull-down list.
If there is no applicable option, select "Others" (at the end of list), an
If visiting multiple institutions, select the main institution in the upp

Other

Enter this item.

Area/city
Please enter the name of the area/city you will visit in the destinatio

Washington D.C.

Period of travel *

YYYY/MM/DD ✕ ～ YYYY/MM/DD ✕

● Only the necessary items will be displayed on the screen according to the selected template.

● In principle, items whose initial values are displayed are not editable. However, some items that display default values and can be appended.

● Please follow the guiding text on the screen for the fields that can be entered.

【Function Description】
a. Traveling to "multiple countries/regions" within the same travel (from departure from Japan to return to Japan) and same program/purpose.
①First, register all the notification tab items for the first destination.

②Add using the [Add multiple countries/regions within the same travel details] button at the bottom of the notification tab.

Add multiple countries/regions within the same travel details.

Destination 2 [Delete]
Country/region
Search for the country/region name or select from the pull-down list.
Once you select the country/region, the institutions in that region
institution."

Select from the pull-down list.

Hosting institution
Search for the institution name or select from the pull-down list.
If there is no applicable option, select "Others" (at the end of list), and er
If visiting multiple institutions, select the main institution in the upper fi
directly in the lower field.

Other

Enter this item.

Area/city
Please enter the name of the area/city you will visit in the destination country/region.

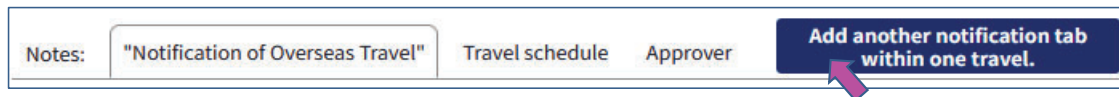Enter this item.

Period of travel *

A second destination country/region entry field has been added at the end of the same notification tab.
→Deletion allowed by [Delete] button.
→Filling in the fields indicated.
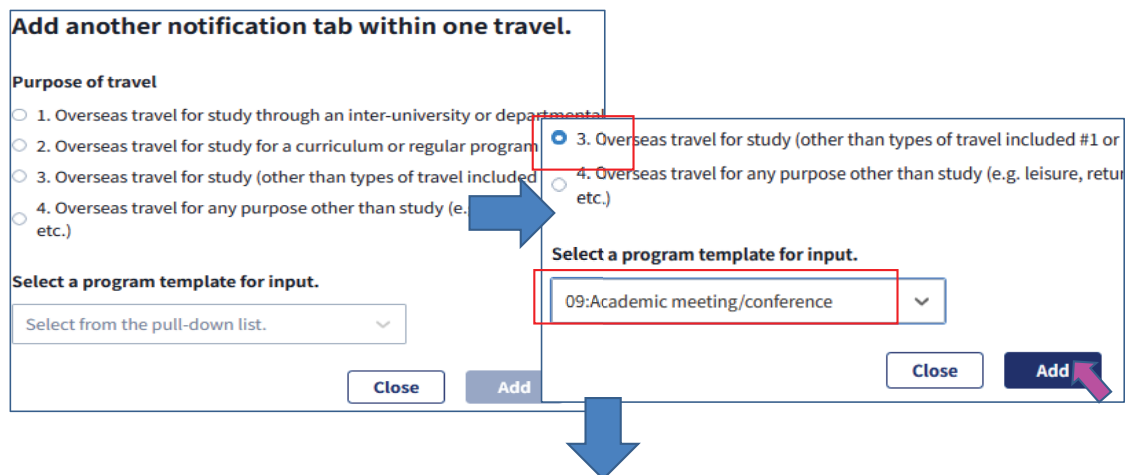
～～ (The rest is omitted). ～～

b. Traveling for "different programs/purposes" within the same travel (from departure from Japan to return to Japan)   Ex. Study abroad and academic conference
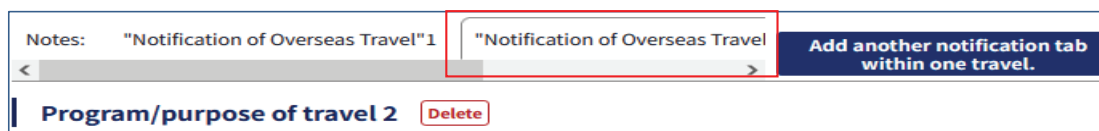
① Register the travel notification for the first purpose "Study Abroad".
    → Click the button on the upper right corner of the input screen.

Notes:	"Notification of Overseas Travel"	Travel schedule	Approver	Add another notification tab within one travel.

② In the Template Selection dialog, select a group and template, then click the [Add] button.

Add another notification tab within one travel.

Purpose of travel
○ 1. Overseas travel for study through an inter-university or departmental
○ 2. Overseas travel for study for a curriculum or regular program
○ 3. Overseas travel for study (other than types of travel included
○ 4. Overseas travel for any purpose other than study (e.
   etc.)

◉ 3. Overseas travel for study (other than types of travel included #1 or
○ 4. Overseas travel for any purpose other than study (e.g. leisure, retu
   etc.)

Select a program template for input.

Select from the pull-down list.   ⌄

Select a program template for input.

09:Academic meeting/conference   ⌄

Close   Add   Close   **Add**

③ Another notification tab for the selected content is added → Input

Notes:	"Notification of Overseas Travel"1	"Notification of Overseas Travel	Add another notification tab within one travel.
‹		›	

Program/purpose of travel 2   Delete

→Deletion allowed by [Delete] button.
→Filling in the fields indicated.

★**Attention! The [Submit] button appears only in the "Approver" tab.**

Back   Save the draft   ✗ Submit

↓
Please be sure to complete all tabs before [Submit] from the <Approver> tab.

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4. Entry of notification: fill in the Travel schedule tab.

● This page describes the <Travel schedule> tab.

Notes:	"Notification of Overseas Travel"	Travel schedule	Approver

This tab is for registering contact and safety information during your travel. Please follow the instructions on the screen and enter the information from the top.

【Function Description】

① Emergency contact in Japan during the period of travel.
Enter if blank.
If you have contact information registered for a previous travel, it will also appear on the current form, so update it as necessary.

② E-mail (KUMOI e-mail address)
For security reasons, in principle, communications from the university will be sent to your "KUMOI e-mail address".
During your travel, be sure to check "KULASIS" and KUMOI e-mail address regularly.

③ Total period of travel.
The total travel period is automatically displayed.
If there are multiple notification tabs: From Start date (start date of notification 1) to End date (end date of notification n)

④ Upload the required documents.
You can upload the "documents required for travel" specified by the department and [submit] them together with the travel notification data.

Upload the required documents

📎 Upload file(s) ——— Click and upload.

After submission, you will not be able to upload the documents while "confirmation by the university" is in progress, but once the university's confirmation is completed, you will be able to upload the documents again, allowing you to submit additional documents later that were not submitted in time for the initial notification.

★**Attention! The [Submit] button appears only in the "Approver" tab.**

Back	Save the draft	✗ Submit

↓
Please be sure to complete all tabs before [Submit] from the <Approver> tab.

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5. Entry of notification: select approver—online submision of the notification.

● This page describes the <Approver> tab.

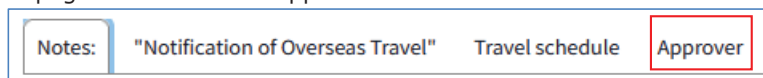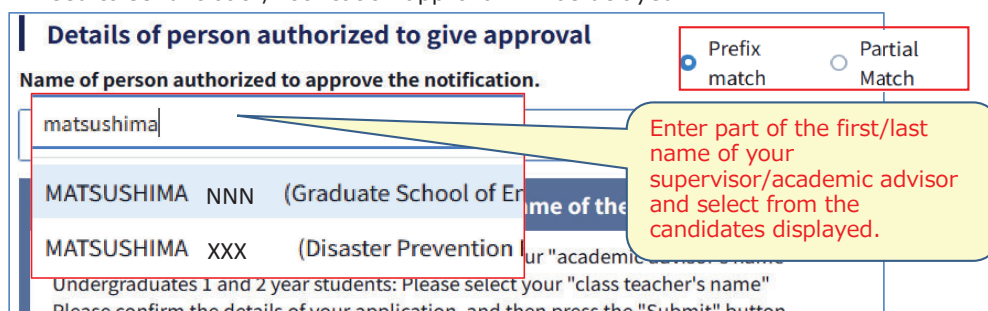| Notes: | "Notification of Overseas Travel" | Travel schedule | Approver |

In the Approver tab, the system automatically assigns the following three types of displays depending on the department and your status, **so students should respond according to the displayed type.**

Type 1. A blank "Approver Name" selection box appears.

·Read the "Points to note when the student selects the name of the person authorized to approve this notification." column carefully.
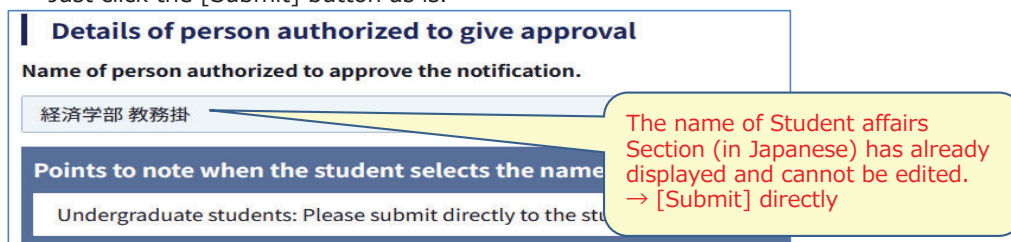
·**Make sure to select the correct Approver's name.**

→If you select the wrong approver (supervisor) name, an unrelated he/she will be notified and will need to send it back/notification approval will be delayed.
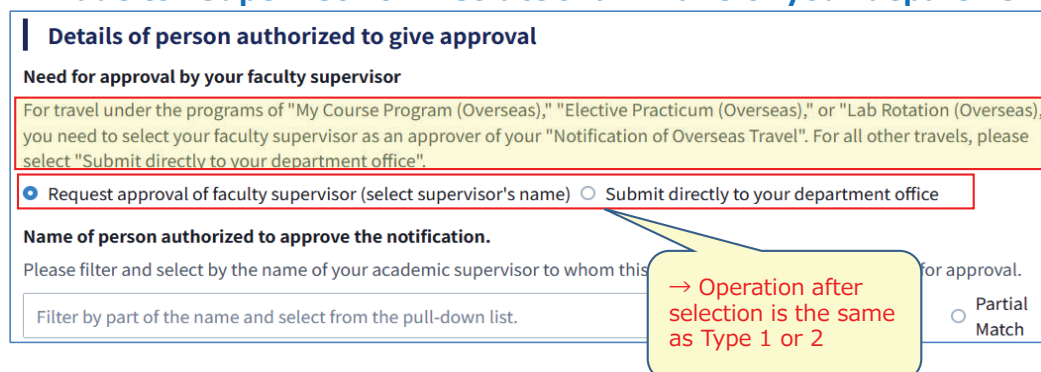
Details of person authorized to give approval

Name of person authorized to approve the notification.

matsushima

○ Prefix match   ○ Partial Match

MATSUSHIMA NNN (Graduate School of En...

MATSUSHIMA XXX (Disaster Prevention ...

Enter part of the first/last name of your supervisor/academic advisor and select from the candidates displayed.

Undergraduates 1 and 2 year students: Please select your "class teacher's name"
Please confirm the details of your application, and then press the "Submit" button.

★If you do not see any candidates after searching, save the form as a draft, and ask the departmental student affairs office.

Type 2. The name of the departmental Student Affairs Section has already displayed.

→ Just click the [Submit] button as is.

Details of person authorized to give approval

Name of person authorized to approve the notification.

経済学部 教務掛

The name of Student affairs Section (in Japanese) has already displayed and cannot be edited.
→ [Submit] directly

Points to note when the student selects the name

Undergraduate students: Please submit directly to the stu...

Type 3: When a screen appears to select whether the submission should be made to "Supervisor or Instructional Affairs of your department".

Details of person authorized to give approval

Need for approval by your faculty supervisor

For travel under the programs of "My Course Program (Overseas)," "Elective Practicum (Overseas)," or "Lab Rotation (Overseas)," you need to select your faculty supervisor as an approver of your "Notification of Overseas Travel". For all other travels, please select "Submit directly to your department office".

○ Request approval of faculty supervisor (select supervisor's name) ○ Submit directly to your department office

Name of person authorized to approve the notification.

Please filter and select by the name of your academic supervisor to whom this ... for approval.

Filter by part of the name and select from the pull-down list.

○ Partial Match

→ Operation after selection is the same as Type 1 or 2

■[Submit] to KUIESM

After setting the "Approver" tab correctly, click the [Submit] button at the bottom of the screen of this tab.

→The entered notification data will be submitted to the destination specified in any of Types 1-3.

→ If errors occur, please correct them and retry.

↓

Once all applications have been reviewed by the supervisor or department in charge, a "confirmation completion email" will be sent to the student's KUMOI address.

You can check the progress of the university's verification process after submission can be checked from the list on the student's Overseas Travel function Top Page under Data 《Status》 *.

*→See "Capter 6" for details.

■[Submit] to KUIESM → When there is/are input error(s).

Notes:	"Notification of Overseas Travel"	Travel schedule	Approver

🛈 **Input error has occurred.** ✕
Please check the item(s) where the error message (red font) is displayed.

→ An error message will be displayed and the tab name with error will be red.
Look for red error item(s) in the error tab and fix them.

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6. Other functions

● Newly registered travel notification data will be managed by using the following functions according to the 《Status》 of the notification data.

① It cannot be edited while the university is checking the notification data.

SUBMIT TO SUPERVISOR   APPROVED BY SUPERVISOR   SUBMIT TO DEPARTMENT

During the above period, the KUIESM system restricts editing by student.
The correction can be made only after the university instructs you to make the correction (→③④)
or after the university completes the confirmation (→⑤).

② Form Output.

Registered notification data can be output in form.

Procedure: Display the registered data and click the "Print out" button on the upper right corner of the input screen. → You can download your notification as an Excel file.

③ [Remand] of notification from the academic supervisor or department, and correction and resubmission.

REMAND FROM SUPERVISOR   REMAND FROM DEPARTMENT   REMAND FROM DEPARTMENT

If the submitted travel notification data is incomplete, an email will be sent to your KUMOI address with instructions from the faculty member or department to correct the data.

Procedure: Read the instructions in the "remand" e-mail received at the KUMOI address, access KUIESM, correct the contents of the notification, and click the [Resubmit] button.
→ The corrected contents are re-submitted to the faculty member or department.

④ Withdrawal of travel notification.

REMAND FROM SUPERVISOR   REMAND FROM DEPARTMENT   REMAND FROM DEPARTMENT

Student may withdraw his/her registered travel notification data in the following cases.
● Cancellation of registered travel notification data due to cancellation of the travel itself.
● Instruction by your supervisor/academic advisor or the university not to travel.

Procedure: Display the registered data and click the "Withdraw" button at the end of the screen.
→ Briefly fill in the reason for withdrawal and click the "Send" button.
→ The university will be notified by e-mail that the student has withdrawn the notification.

*The withdrawn travel notification will be erased from the student's notification list screen.
*The [Withdraw] button will not be displayed if the data is in a state where withdrawal cannot be implemented in the system.

⑤ Correction of data after completion of university confirmation.

CONFIRMED BY DEPARTMENT

When the 《Status》 of the data is set to "Confirmed by Department", the university has completed the confirmation and the student can update the data until the start date of the travel.
Case) Additional registration and uploading of a copy of the "overseas travel insurance certificate" issued after the new registration of the notification.

⑥ Correction of notification data after start of travel.   DEPARTED

When the 《Status》 of the data is set to "Departed", **only the "End Date of Travel" and "Remarks" can be modified** to manage shortening or extending the return date.

⑦ Upon return to Japan, a "return registration" will be made on KUIESM.

DEPARTED

Procedure: Display the travel notification data back to Japan, change the end date to the actual return date, and click the [Registration of "Returned to Japan"] button.
→The 《Status》 of the data will change to   RETURNED TO JAPAN   (Data confirmed).
→After that, the data cannot be edited by student.

●**Note: Type and meaning of the 《Status》 of the travel notification data in the "Registered data / drafts" list.**

*The 《Status》 displayed differs depending on where the travel notification is first submitted to the university → "Type 1, Type 2" below.

*In principle, the destination is automatically determined according to the conditions of the department to which the applicant belongs → **See "Chapter 5" for details.**

(Optional) Only saved draft if necessary before submission to the university.

DRAFT　　　　　　It is only temporary storage and must be submitted.
　　　　　　　　Or [withdraw] the data when the draft is no longer needed.

★**From the student [submit].**　　→ **Type 1**　　or
　　　　　　　　　　　　　　　　→ **Type 2**

Type 1. transition of 《Status》 in case of "first submission by student to your supervisor".

Supervisor approve first, then the department reviews the contents.

SUBMIT TO SUPERVISOR — After the student submits the travel notification to the approving supervisor, and supervisor has not yet verified the travel notification.

　　…………(Revise and resubmit by student→Approved when there are no more errors in the contents.)

REMAND FROM SUPERVISOR — Request for correction (remand) of incomplete travel notification sent from supervisor to student.

APPROVED BY SUPERVISOR — The faculty member has completed the approval of the notification and the next "confirmation by his/her department" has begun.
(Departmental confirmation in progress)

　　…………(Revise and resubmit by student→Approved when there are no more errors in the contents.)

REMAND FROM DEPARTMENT — Request for correction (remand) of incomplete travel notification sent from your department office to student.

CONFIRMED BY DEPARTMENT — Department has completed confirmation of the contents of the travel notification.

Type 2. transition of 《Status》 in case of "student submits directly to the department office".

SUBMIT TO DEPARTMENT

　　…………(Revise and resubmit by student→Approved when there are no more errors in the contents.)

REMAND FROM DEPARTMENT — Request for correction (remand) of incomplete travel notification sent from your department office to student.

CONFIRMED BY DEPARTMENT — Department has completed confirmation of the contents of the travel notification.

(From the completion of departmental confirmation to the start date of travel, 《Status》 remains "Confirmed by Department")

DEPARTED — 《Status》 on the day of the travel start date after completion of the departmental confirmation.

RETURNED TO JAPAN — After students return to Japan and "return registration" on KUIESM.

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