

## Important Information

In addition to the documents provided by the Administrative Office, please submit the following four items before you leave to conduct your fieldwork. Be sure to submit all these documents and items to the Student Affairs Office (Kyomu-gakari), Division Office (Senko-jimushitsu), and your supervisor, **at least two weeks before your departure.**

You must purchase an overseas travel insurance that both covers the whole period of the itinerary (the period from the departure date of the place of residence in Japan to the date of returning home) and unlimitedly medical & rescuer's expenses while travelling abroad when you travel outside your home country.

You do not have to purchase an overseas travel insurance that covers unlimitedly medical & rescuer's expenses when you leave for your own country with any purposes although you must still purchase the insurance that covers the whole period of the itinerary.

ASAFAS recommend the following insurance companies which provides

[AIG\(formerly:AIU\)](#)

[Tokio Marine & Nichido](#)

[Chubb Travel Insurance](#)

[Gakkensai Futai-Kaigaku \(Study Abroad Insurance\)](#)

Please note that your supervisor's stamp is required on two documents: the Notice of Overseas Travel (or Request for Overseas Travel) and the Research Plan.

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| <ol style="list-style-type: none"><li>(1) Copy of your passport<br/>(Include both the passport holder's data page and the page containing the visa for your destination country.)</li><li>(2) Copy of overseas travel insurance policy</li><li>(3) Copy of health insurance card</li><li>(4) Flight Schedule</li></ol> |
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To ensure that your supervisor has your emergency contact information, please give him or her a copy of your completed Notice of Overseas Travel (or Request for Overseas Travel).

Please complete the Emergency Contact form, place it inside your passport, and carry it with you at all times.

Be sure to submit a Fieldwork Report upon returning to Japan.