

Young Researcher International Training Program (ITP)
“On-site Education of Practical Languages for Area Studies”

Dispatch Procedures

Revised 28 March, 2008

ITP Office

1. Pre-Departure Procedures

- (1) Registration as Recipient of Financial Assistance (Relevant participants only)

If you have not completed your Registration as Recipient of Financial Assistance, please submit a “Bank Transfer Request Form” immediately. The form is downloadable from ITP web. Failure to do so will result in your inability to receive financial assistance for your dispatch. The form should be submitted to the ITP Office (Room 102, Common Building, CSEAS).

- (2) Submission of Estimate of Transport Costs Claim Form (letter of inquiry)
(Please submit it at least one month before departure.)

Please come to the ITP office with your *inkan* (Japanese seal), an official air fare estimate (with the official stamp of the travel agency), and a flight schedule (issued by the travel agent and clearly showing the route, dates, and flight numbers). The ITP Office staff will check your estimate and others and ask you to fill in an Estimate of Transport Costs Claim Form on the spot. Kindly email the ITP Office in advance to let us know when (date and time) you will be coming.

Please purchase your air ticket from the travel agent designated by the ITP Office.

If there is more than one route to your destination, it is basically required to choose the route of the cheapest air carrier.

Designated travel agent:

Myticket, Contact Person Ms. Ryoko Miyashita

TEL 06-4869-3444 FAX 06-4869-5777,

4-27-1, Mukogawacho, Amagasaki, 660-0084

miyashita@myticket.jp <http://www.myticket.jp>

Business Hours: Weekdays 10:00 to 19:00, Saturdays 10:00 to 15:00, Closed
Sundays and holidays

(3) Living Expenses, Language Training Costs

JPY150,000 per month (JPY5,000 per day) will be provided for living expenses and language training fees. The money will be disbursed before departure, together with the transport costs.

(4) Obtaining a Visa

You are personally responsible for obtaining your own visa to the destination country, if necessary. The visa fee will be returned to you upon submission of a receipt. Obtaining a visa through a travel agent is, in principle, not admissible. (ITP will not pay the commission fees and so on.)

(5) Purchasing Overseas Travel Insurance

Please do not fail to purchase overseas travel insurance. Travel insurance provided as a supplementary service of your credit card is not acceptable. Insurance may be purchased at the ITP Office. Participants must bear the costs of their own overseas travel insurance.

(6) Submission of a Claim Form for Language Proficiency Examination

Students intending to take a language proficiency examination in the destination country may make a claim before departure. Domestic transport costs for travel to the location of the examination within the destination country may also be claimed. Please submit receipts and results of the proficiency examination after returning to Japan.

(7) Submission of a Notification of Travel Overseas (Please submit at least two weeks before departure.)

Please check the documents to be submitted with the Notification of Travel Overseas in the Manual for On-Site Education on pp. 62-63 of the Student Manual. The Notification should be submitted to the Student Affairs Section (*Kyomu kakari*). The form may be obtained at the Student Affairs Section Academic Affairs Department (*Kyomu kakari*).

- (8) Submission of Notification of Contact Details (Please submit at least two weeks before departure.)

Please fill in the Notification Form and submit with the following documents. The form is downloadable from ITP web. Please submit the Notification to the ITP Office (Room 102, Common Building, CSEAS).

* Please submit the Notification with the following documents: a copy of your overseas travel insurance policy, a copy of your air ticket, a copy of the photograph page of your passport, a copy of your certificate of immunization, and a copy of the schedule that you submitted to the Student Affairs Section (*Kyomu kakari*).

- (9) Loan of the IC Recorder

The ITP Office will lend you an IC recorder for the purposes of recording sound data of terminology related to your research in your destination country.

For details see 3. Procedures After Returning to Japan, (3) Submission of the Achievements of the Training (below), or “Requirements after Returning to Japan” (on a separate page).

2. Procedures during your Training

- (1) Submission of Notification of Change in Training Schedule (Relevant participants only)

If there is some change in your training schedule, please contact the ITP Office immediately and follow the instructions given.

- (2) Procedure for settlement of accounts in the case of participants who arrive back in Japan after March 10 or who are scheduled to be overseas until after the following academic year has begun. (Relevant participants only)

Please send all receipts for expenses in the current academic year from the destination country to ITP Office, Graduate School of Asian and African

Studies, Kyoto University by the end of February using EMS, DHL or other secure mailing methods.

3. Procedures after Returning to Japan

(1) Submission of Notification of Return to Japan

Please submit this Notification to the Student Affairs Section (*Kyomu kakari*). The form may be obtained at the Student Affairs Section (*Kyomu kakari*).

(2) Settlement of Accounts for Transport Costs (Please submit within two weeks of return to Japan.)

Please submit the stubs (and cover) of your passenger air ticket, and your air ticket receipt to the ITP Office. Also please go to the General Affairs Section (*Somuka*) and register your return to Japan by signing in the account settlement space on the Estimate of Transport Costs Claim Form (letter of inquiry) that you submitted before you departed.

(3) Submission of Training Achievements (Please submit within one month of return to Japan.)

Please submit the following materials to the ITP Office as achievements of the training.

- Reports (In Japanese, English or French, and in the language of training – three reports)
- Your professional jargon (Minimum 100 words, no upper limit, words in the training language and translated into Japanese and/or English and/or French)
- Professional jargon sound data files recorded by IC recorder
- Photographs, video pictures

(4) Please prepare your reports in Japanese, English, and the training language using the appropriate format. Before submitting your reports to the ITP Office, please request your academic supervisor or the professor in charge of

the ITP to correct your reports, and request that professor to sign the Notice of Confirmation of Correction of Report.

Please refer to “Requirements after Returning to Japan” for details.

(5) Submission of Returnee Survey

Following your return to Japan, we would like to ask for your cooperation in completing a survey concerning your dispatch and training. The survey form may be obtained from the ITP Office after you return to Japan.

List of Documents to be Submitted (Documents to be submitted to the ITP Office)

These forms can be downloaded from the program website.

- Bank Transfer Request Form * Relevant participants only
- Claim Form for Language Proficiency Examination * Relevant participants only
- Notification of Contact Details
- Notification of Change in Training Schedule * Relevant participants only
- Report Form (Japanese)
- Report Form (Language other than Japanese)
- Notice of Confirmation of Correction of Report