

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

Dispatch Procedures(Output Level)

14 June, 2010

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 stamp), 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:

“My ticket”, Contact Person Ms. Kumiko Fujiwara

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

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

fujiwara@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

JPY200,000 per month (JPY6,600 per day) will be provided for living expenses and language training fees. The money will be disbursed before departure, together with the transport costs. (There is some exceptional case, please ask ITP office.)

(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 an original 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. 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 three 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. 101-103 of the Student Manual. The Notification should be submitted to the Student Affairs Section (*Kyomu kakari in Inamori Hall*). 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.

- (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 before you change.

- (2) Procedure for settlement of accounts in the case of participants who arrive back in Japan after March 10. (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.

(Forms can be downloaded from the ITP program website.)

<http://www.asafas.kyoto-u.ac.jp/itp/english/dispatch/index.html>

Materials must be submitted to the ITP office within one month of your Return to Japan. Please note that late submission or failure to submit these materials will affect your evaluation for the “On-Site Practical Language Seminar II.”

1. Reports (English. Please use the report form from the website.)
2. Thesis in your language of training (Full paper is preferable, but draft is also permitted.)
3. Photographs, video pictures etc.
4. Report at the next application briefing
5. Presentation at the International symposium