

About procedures of domestic travel
(On-site research or Attending an academic conference)

To conduct on-site research (fieldwork, literature research, etc.) or attend an academic conference in Japan as a graduate student at ASAFAS, the following procedures are required. Please adhere to the deadline.

- Please submit the required documents at the latest before departure (strict adherence).
- If you complete all the procedures by the deadline, *Gakkensai* (personal accident insurance for students pursuing education and research) may be applied, but in the case of unsafe fields, please be sure to take out domestic travel insurance individually.
- From the research planning stage, proceed in consultation with your supervisors.

Required documents

(Please submit to the Student Affairs Office)

【Before departure】

- Notification of Domestic Travel

【Within three weeks after the end of the travel】

- Domestic Travel Report

About the description of the Notification of Domestic Travel

(1) Purpose

1. “On-site research” includes fieldwork and literature search.

(2) Period

If the schedule is not continuous, please write the details on a separate sheet (free format) and submit it.

(3) Destination

Please write in detail as far as you know the name, the address, etc.