KUIESM Registration Notes for ASAFAS

To register for travel, access KUIESM from the "Register Overseas Travel Information " page at the "Home" tab in KULASIS, when registering, please refer to this manual as well as the "KUIESM Overseas Travel Information Registration Student Manual" (common to KU), and make sure to enter all information correctly.

If there are any incomplete or unclear information in the registration, you will receive a "return email" to your university-issued KUMOI email address. In that case, please correct the incompleteness immediately and reapply.

From the new registration screen, select the template appropriate for your travel purpose and begin registration.

For Explorer Programs, please select from "2. University Curriculum / Regular Programs Sponsored by Universities/Departments".

If you wish to travel to a university with which you have an inter-university or inter-departmental student exchange agreement, please send an email to the Student Affairs Office (kyoumu@asafas.kyoto-u.ac.jp) together with your KUIESM registration.

Please make sure to fill in all tabs of "Notification of Overseas Travel" "Travel schedule" "Notes" and "Approver".

◆ **"Notification of Overseas Travel◆**

Program/travel details：Program name, etc.

Please indicate the name of the travel program and the program from which the costs are provided (financial resources).

(e.g., ASAFAS Explorer Program, JSPS Research Fellowship, Research Fellowship for Supervisor XX, Support for Pioneering Research Initiated by the Next Generation, Private Scholarship XX, etc.)

Program level

If you are traveling before submitting your pre-doctoral thesis, please select "Graduate-level"; if you are traveling after submitting your pre-doctoral thesis, please select "Doctoral-level".

Academic field of the program/activity

Please select according to the content of your studies in the destination country. If you are unsure, please select "Humanities".

Hosting institution

If there is no institution applicable to your choice, please select "Other" on the last line and provide the

name of the specific institution in the space below.

Destination　Country/region

Please list all cities where you will be staying.　(All city names you enter will be registered into IR&C by SAO.)

Period of travel

Please enter dates to/from the university (Kyoto), not dates to/from Japan (airport).

Leave of absence

Please enter whether or not you will be taking (or plan to take) a leave of absence during the period of travel.

Credit acquisition/accreditation for the program

If the number of days of field activities such as research (fieldwork) is 28 days or more, please select "Credit of Kyoto University official course" as they are subject to "On-site Seminars I, II and III ", and if it is 27 days or less, please select "credit transfer/accreditation are not designed for program".

If you are considering obtaining "On-site Practical Language Seminar II" by presenting at an international conference, please consult with your supervisor in advance.

*Even if you have already obtained credits and do not expect to obtain them during this trip, please answer in accordance with the above, as this item is for determining "accreditation for the program".

Your plan for earning KU credits

For the credit requirements for "On-site Seminars I, II and III " and "On-site Practical Language Seminar I and II", please refer to 【Award of Credit for Asian Area Studies / African Area Studies / Global Area Studies On-site Seminars I, II and III】 and 【Award of Credit for On-site Practical Language Seminar I and II】 posted on the ASAFAS website for current students under "Overseas Travel Procedures.

Remarks/memo

Please describe your visa status.
　(visa pending (when), VOA, do not need a visa, etc.)

◆Travel schedule◆

International risk and crisis management details

Travel insurance information (Insurance Company Name/Insurance Plan)／Insurance number

Both the insurance plan and policy number are indicated on the insurance certificate. (Insurance plans are indicated on the travel insurance certificate as a combination of letters and numbers, e.g., "K91," "W33," etc.)

Upload the required documents

Please upload the following 7 items (or 8 items if necessary).

(1) Research plan check sheet- Pledge （Form1en）

(2) A copy of your passport (pages containing your ID)

(3) A copy of the visa(s) to the countries you will visit

(4) A copy of E-ticket

(5) A copy of your travel insurance

(6) A copy of either your health insurance or your Eligibility verification certificate or your notice of eligibility information.

(7) A copy of "Ryokoukagai"「旅行伺」(in case Kyoto University covers travel expenses/ Download from the 【bt-Ace】 travel expense application system) or a copy of "Ryokonittei"「旅行日程」(in case Kyoto University does not cover travel expenses/ Complete the prescribed form)

(8) If the destination country is classified as Danger Information Level 2 of the Ministry of Foreign Affairs Safety Information or Danger Information Level 3 or Level 2 on Infectious Diseases, upload a letter of explanation written by your supervisor in the designated form.

※In case of private travel (4. sightseeing, returning home, private activities without study or research, etc), the upload of the documents in KUIESM is not required. Simply register your travel information on KUIESM.

◆ Notes◆

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

If the purpose of your trip is not personal (4. Overseas travel for any purpose other than study (e.g., leisure, returning home, extracurricular activities, etc.)), please be sure to select one of ② through ⑤in addition to ①. (If only ① is selected, "Need to purchase: You are not eligible." will appear in the Japan IR&C system. But all travels other than private travel should be covered by IR&C under ASAFAS's regulations.

3. Overseas travel insurance

Please read the instructions carefully and be prepared. Except for private travel, a "copy of overseas travel insurance card" is required at the time of your application.

◆ Approver◆

Select the name of your supervisor, confirm the details of your application, and press the [Submit] button.

→ Your application will be automatically notified to your supervisor.

*If you make a mistake in selecting your supervisor, the application will be sent to another Professor.

→ When your supervisor confirms your application, the data will be automatically handed over to the Kyoumu (Student Affairs Office) and the Division Office you belong to.

　　→ When the Kyoumu (SAO) confirms the data, the system will automatically send a notification e-mail to the applicant's KUMOI address.

　　→ Just in case, please inform your supervisor directly of the contents of your application and ask for his/her confirmation and approval.

If you do not find your supervisor's name in the options, please save the application and contact the Kyoumu (SAO).