

**Official Procedures for Fieldwork (ASAFAS Graduate Students/ Research Students)**

This shows the flow of official procedures within Kyoto University. Please stick to the deadlines.

**At least one month prior to your departure (The sooner, the better)**

**Consult with your main supervisor regarding your travel plans and make the following preparations.**

(1) Decide on the fieldwork schedule (Departure and Return dates) and contact one of the approved travel agencies about buying an air flight ticket, and obtain options of the travel itinerary (2) Obtain an estimate and invoice, and complete the payment to the travel agency, (3) Obtain a receipt and e ticket and (4) Buy travel insurance and get the certificate of insurance. (5) Request your main supervisor to review and sign or seal " The Research plan check sheet- Pledge" (designated form). (At this time, please finish the necessary procedures for obtaining an entry visa and research permission in the study country.)

\*Required submissions may differ depending on the source of travel allowance, so if you are unsure, consult the Shien-office or the Division office or Soumu-gakari on the ground floor, Inamori building).



**Until 3 weeks prior to your departure (The sooner, the better)**

**KUIESM Online Application and Submit (upload) the following 7 (or 8, if necessary) required documents.**

**\*For private travel (Sightseeing, returning home, etc.), the upload of the documents in KUIESM is not required. Simply register your travel information on KUIESM.**

- (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 "Ryokou-ukagai" 「旅行伺」 (in case Kyoto University covers travel expenses/ Download from the 【bt-Ace】 travel expense application system) or a copy of "Ryokou-nittei" 「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.

\*If there are any incomplete or unclear information in your registration, you will receive a "return notification e-mail" to your KUMOI e-mail address. In that case, please correct the incomplete details immediately and reapply.

\*Kyoumu-gakari will procure the rescue insurance (Japan IR&C Corporation) based on your submitted documents. Without your documents, Kyoto University cannot procure your rescue insurance (This is different from the travel insurance mentioned in No. (5), mentioned above. It will take at least 3 weeks for kyoumu-gakari to complete the rescue insurance procedures.



**Departure**



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In some cases, you may be required to submit some documents to the university during the time you are in your research country. This depends on the source of your travel allowance so please ascertain all the document submission requirements for your research fund and make preparations on how to handle them before your departure.



**Return to Japan**



**Report return date at KUIESM**

**Within 3 weeks after your return (Graduate students only)**

**You submit Fieldwork Report to kyomu-gakari counter.** (Apply for the credits you wish to earn.)

Please ascertain all the budget obligations and necessary documents before submission.

Recipients of support from Shien-office are required to submit “Explorer Program Report” within 3 weeks. Before submitting to Shien-office, please receive comments about your report from your supervisor. (Graduate students only)

- ※1 All the ASAFAS students are required to submit the underlined documents.
- ※2 You are required to make all procedures in close consultation with your main supervisor or your host faculty member.
- ※3 Please make sure to complete all the required procedures. Those who fail to fulfill the required procedures, will not be eligible to receive financial support for fieldwork travels.