

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

Until 1 month prior to your departure (The sooner, the better)

(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. (At this time, please finish the necessary procedures for obtaining an entry visa and research permission in the study country.)

*When you receive research fund from Shien-office, you need to submit Kyoto University ryokou-ukagai (travel itinerary) in the prescribed format (Japanese only) and the receipt for air flight payment to the Shien-office. The place of submission of ryokoukagai depends on the source of your travel allowance (e.g. Shien-office, Division office or Soumu-gakari on the ground floor, Inamori building).



Until 2 weeks prior to your departure (The sooner, the better)

You must submit three copies of 7 documents; (1) Notification of Overseas Travel, photocopies of (2) Passport (Photo page and page showing the entry visa of the country you will be visiting), (3) travel insurance certification, (4) Japanese National Insurance if you have, (5) E-ticket, (6) Pledge, and (7) Kyoto University ryokou-ukagai format or (8) itinerary to (A) your supervisor, (B) Division office and (C) ASAFAS Student Affairs Office (Kyomu-gakari).

If you are receiving travel allowance from the university, submit (7) Kyoto University ryokou-ukagai format. This format is only Japanese version. Please request the students close to you for assistance if you are not able to do it by yourself. If you are not receiving any allowance from the university, you need to submit (8) itinerary, not (7) ryokou-ukagai.

Kyomu-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. (3)), above mentioned. It will take at least two weeks for kyoumu-gakkari to complete the rescue insurance procedures.



Departure



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



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

- ※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 supervisor
- ※3 Please make sure to complete all the required procedures. Students who fail to fulfill the required procedures, will not be eligible to receive financial support for subsequent fieldwork travels.