

Contents page

As of May 25th, 2023, IESMD (in charge of KUIESM)

Click on what you want to know to view each manual page.

[1. Start online registration for notification form.](#)

- Explanation of the top screen of the overseas travel function after accessing
- Template Groups and List of Input Templates to be used for new registrations.

[2. Entry of notification: fill in the Notes tab.](#)

[3. Entry of notification: fill in the Notification tab.](#)

[4. Entry of notification: fill in the Travel schedule tab.](#)

[5. Entry of notification: select approver—online submission of the notification.](#)

Type 1. A blank "Approver Name" selection box appears.

Type 2. The name of the departmental Student Affairs Section has already displayed.

Type 3. When a screen appears to select whether the submission should be made to a academic supervisor or your departmental office.

[6. Other functions](#)

- ① It cannot be edited while the university is checking the notification data.
 - ② Form Output.
 - ③ [Remand] of notification from the academic supervisor or department, and correction and resubmission.
 - ④ Withdrawal of travel notification.
 - ⑤ Correction of data after completion of university confirmation.
 - ⑥ Correction of notification data after start of travel.
 - ⑦ Upon return to Japan, a "return registration" will be made on KUIESM.
- Note: Type and meaning of the «Status» of the travel notification data in the "Registered data / drafts" list.

1. Start online registration for notification form.

Please read the following in the "Information from the International Education and Student Mobility Division (IESMD)" column at the top of the first screen that appears in the Overseas Travel function, and begin your registration.

- ① How to register a new notification.
- ② View a list of travel notifications once saved.
- ③ How to see 《Status》 in the list of travel notifications and editable status.

Information from the International Education and Student Mobility Division (IESMD)

【About the characters that can be used in KUIESM.】

KUIESM is a system designed to be input in Japanese or English. Please check the input character error message and substitute the characters allowed by the system.

【How to register a notification】

For "New Registration," first select "Input Template" from the following registration templates, then click the "Commence registration" button to start inputting data. Please pull down each section group and review the options.

- Group 1: For study through an inter-university or departmental agreement. Duration of study at an overseas university through a double degree/joint degree.
- Group 2: For study for a KU official course/curriculum or regular program run by the university/department.
- Group 3: Registration by type of "purpose of travel" for study abroad not based on a specific agreement or program.
- Group 4: A purpose for personal travel (such as private tourism, returning your home country).

Registered notification can be viewed and edited from "Registered data / drafts". →Manual

【About "Data status" and data-editing availability】

●You can edit after the "Status" of the data is "Draft", or after the university completes its confirmation ("Confirmed by department") or you receive a request for correction ("Remand from xx") from the university. When the status is "Departed," only the end date of travel and remarks/memo can be edited.

●If the "Status" of the notification is as follows, the student's screen will be locked because the university is in the process of checking your notification, or completion of travel.

- "Submit to supervisor", "Approved by supervisor", "Submit to department", "Returned to Japan"

~~ [omit] ~~

Registered data / drafts (max. 5 latest items)

Please view the details of your returned travel information and register "Returned" (if there are any returned travel information, please correct them before registering)

NO.	STATUS	START DATE	END DATE	COUNTRY/REGION	PROGRAM/TRAVEL DETAILS
1	DEPARTED	Apr 12, 2023	Oct 27, 2023	Laos ヴィエンチャン、ルアンパバーン、ウドムサイ、ポンサリ、バンコク(タイ陸路移)	松下幸之助国際スカラシップ

Data status of notification

Displays the five most recent entries of registered data→Click on "Display All" to display more.

New registration

For new registration, select the appropriate input template from the four groups in this section.

1. Overseas travel for study through an inter-university or departmental agreement

(Select a program template)

Commence registration

~~ [omit] ~~

2. Overseas travel for study for a curriculum or regular program run by the university/department

(Select a program template)

Commence registration

268 : ASAFAS Explorer Program

Select input template and set→ [Commence registration]

2. Overseas travel for study for a curriculum or regular program run by the university/department

268 : ASAFAS Explorer Program

Commence registration

● Template Groups and List of Input Templates

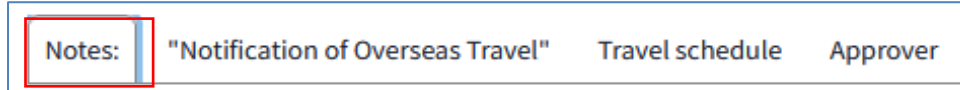
Below are some typical input templates. The templates displayed will vary depending on your department and programs you can participate in.

<p>1. Overseas travel for study through an inter-university or departmental agreement. *Only for regular students</p> <ul style="list-style-type: none">● Student Exchange Program (University-wide)● Student Exchange Program (Department/Faculty-wide)● Double Degree Program (period of Study at the foreign University)● Joint Degree Program (period of Study at the foreign University) <p>*If a template is not prepared for each university, please use the template for the name of the agreement only.</p>
<p>2. Overseas travel for study for a curriculum or regular program run by the university /department. *Templates in this category are posted at the time of the event.</p> <ul style="list-style-type: none">● (Short-term study abroad and language training programs for the entire university sponsored by the IESMD office and other divisions of the university.)● (Traveling/Studying abroad in relation to the classes and curriculum of each department)● (ILAS Seminar (Overseas)) etc.
<p>3. Overseas travel for study (other than types of travel included #1 or #2) Select the input template from the travel purpose. (Not a fixed program travel or not in options group 1 and 2)</p> <ul style="list-style-type: none">● List of purpose of travel:<ul style="list-style-type: none">language trainingstudy abroadinternshipresearchsurveys/fieldworksJapan Overseas Cooperation Volunteersattendance at academic conferencesother study abroad* <p>*...Travel that cannot be categorized under a specific travel purpose option, <u>but involves study</u>. To be used only if unclassifiable.</p>
<p>4. Overseas travel for any purpose other than study (e.g. leisure, returning home, extracurricular activities, etc.)</p> <p>If the purpose of travel is "sightseeing" or "personal travel" for "return home, extracurricular activities, etc.," select a template from this group.</p> <p>*Ex.: Return to your home contry→Select "Option 02"</p>

[Back to Contents page](#)

2. Entry of notification: fill in the Notes tab.

- After selecting an input template and clicking the "Commence registration" button, the input details screen will appear. The input screen is divided into "four tabs" at the top, each with its own information to be entered. This page describes the four items on the <Notes> tab.



Points to note:

1. Items to be confirmed regarding security export control regulations

*In the case of overseas travel for personal purpose
Examples of "personal purposes":

- Tourism, returning to home country, extracurricular activities, etc.
- Self-financed study abroad
- Personal job hunting, etc.

*In the case of overseas travel financed by the university to study at the university, please select the appropriate purpose.

① Will any forms of technology be provided to others during the overseas travel?

Yes No

*In the following cases, please select "No" to this question.

- In the case that technical information, etc., taken abroad is disclosed to others.
- In the case that information will be provided at an international conference, etc., to participate, as there are no eligibility restrictions on participants.
- In the case of overseas travel by students in humanities and social sciences.

② Will research equipment, measuring instruments, computers, digital cameras, and mobile phones be carried or sent separately to the overseas travel destination?

Yes No

*In the following cases, please confirm the "Departmental Information" section at the bottom of this tab, and follow the required procedures.

- If you answered "Yes" to either of the above questions.
- If, having read the supplementary explanation provided for each question, you are still not sure which answer to choose.

2. Registration for the JAPAN IR&C Corporation's risk management support system ①

*It is a requirement to enroll in the Japan IR&C Corporation's risk management support system for overseas travel related to university activities or financial activities, such as fieldwork, participation in an academic conference, etc., at the university.

Please check the following IR&C eligibility criteria applicable to your travel.
If the purpose of this travel is for personal purposes (travel that does not involve study or research), YOU DO NOT NEED TO CHECK ANY OF THE FOLLOWING CRITERIA.

①: The travel is for the purpose of study or research (e.g., attending seminars, presentations, participation in seminars etc.)

If you check ①, please check the most applicable radio button below.

- ②: Travel required for courses at the university, or for a program, etc., organized by (or related to) the university.
- ③: Travel expenses will be provided by the university.
- ④: Although "② and ③" above do not apply, the travel is for university-related work, and the supervisor/authorized person in the field, or such person, has approved the travel.
- ⑤: The travel is for university-related work.

If any of the above apply, you are required to enroll in the Japan IR&C Corporation's risk management support system.

To enroll in the system, copies of the overseas travel insurance documents are required. Please follow the instructions of the administrative office in charge, and submit the required documents and information.

- In the case of travel through a university exchange program, or short-term exchange program managed by the International Education and Student Mobility Division, please contact the International Education and Student Mobility Division.

1. Items to be confirmed regarding security export control regulations

Please check the "i" mark next to the title and follow the instructions on the screen to answer the questions.

① Will any forms of technology be provided to others during the overseas travel?

Yes No

② Will research equipment, measuring instruments, samples, etc., other than commercially available computers, digital cameras, and mobile phones be carried or sent separately to the overseas travel destination?

Yes No

↓

If you answered "Yes" to either of the above questions, please confirm the "Departmental Information" column at the bottom of this tab, and follow the required procedures.

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

Please refer to the "i" mark next to the title and follow the instructions on the screen to answer the questions.

For personal travel, please leave all questions unselected.

↓

If any of (2)-(5) is checked, **you MAY BE a Japan IR&C subscriber** and will be required to follow the instructions in the "Departmental Information" column at the bottom of this tab to complete the necessary procedures.

Student manual for registering "Notification of Overseas Travel" on KUIESM.

- In other cases, please refer to the "Departmental Information" section below.

3. Overseas travel insurance

*In the case of travel for personal purposes that do not involve a country, or circle activities, please select and enroll in the insurance.

*For university-related travel, it is recommended to enroll in the insurance for education and research (Futaikaigaku).

Reference: "Study abroad and insurance" on the university website

① I will enroll in overseas travel insurance which covers my expenses.

Yes I will purchase the insurance prior to departure

② I will confirm the leaflet "Safe Travel Abroad" on the university website, and print it out for my use.

Yes I will confirm it later.

"Safe Travel Abroad" on the university's website [↗](#)

3. Overseas travel insurance

This section is for checking information related to travel insurance when traveling abroad. Please answer the questions and consider purchasing appropriate travel insurance.

4. Registration for Tabi-regi or OPR (overseas residential registration) net systems (*Japanese nationals only)

[Tabi-regi and OPR net systems](#) [↗](#)

Japanese students who are currently staying abroad are required to provide the following required information on the Tabi-regi or OPR net systems.

I have already registered I will register before departure*

*Please refer to the "Departmental Information" section below. The university's risk management support system will be automatically registered with the required information in Tabi-regi by yourself. Please submit the information.

4. Registration for Tabi-regi or OPR (overseas residential registration) net systems (*Japanese nationals only)

Please answer the questions. If you are a Japanese citizen, please register your Tabi-regi or OPR system from the link.

Departmental Information

1. Procedures for security export control regulation

Please ask your academic advisor.

2. Procedures for eligibility for Japan IR&C Overseas Emergency System

If you are going to study abroad under the departmental-level system, please upload the following documents to this system (at the bottom of the page).

- A application form for IR&C
- A copy of your travel itinerary showing the entire itinerary (including flight numbers)
- A copy of your overseas travel insurance card

Departmental Information

Please refer to the necessary procedures for the relevant person(s).

★Attention! The [Submit] button appears only in the "Approver" tab.

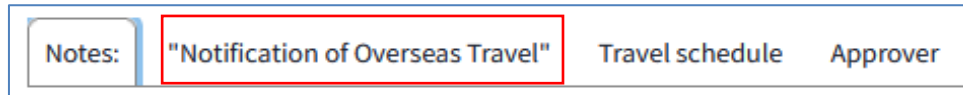


↓
Please be sure to complete all tabs before [Submit] from the <Approver> tab.

[Back to Contents page](#)

3. Entry of notification: fill in the Notification tab.

- This page describes the <Notification> tab.



KUIESM adjusts the Notification tab to the optimal number of entry items according to the "Input Template" selected at the start of registration.

Follow the on-screen guide text for each item and enter the information in order from the top.

Ex.) Input screen according to the selected Template of "Kingfisher program" from group 2.

Destination

Country/region
Search for the country/region name or select from the pull-down list. Once you select the country/region, the institutions in that country/region will be displayed.

United States of America

Hosting institution
Search for the institution name or select from the pull-down list. If there is no applicable option, select "Others" (at the end of list), and enter the name of the institution. If visiting multiple institutions, select the main institution in the upper field and the other institutions in the lower field.

Other

Enter this item.

Area/city
Please enter the name of the area/city you will visit in the destination country/region.

Washington D.C.

Period of travel *

YYYY/MM/DD × ~ YYYY/MM/DD ×

● Only the necessary items will be displayed on the screen according to the selected template.

● In principle, items whose initial values are displayed are not editable. However, some items that display default values and can be appended.

● Please follow the guiding text on the screen for the fields that can be entered.

【Function Description】

a. Traveling to "multiple countries/regions" within the same travel (from departure from Japan to return to Japan) and same program/purpose.

① First, register all the notification tab items for the first destination.

② Add using the [Add multiple countries/regions within the same travel details] button at the bottom of the notification tab.

Add multiple countries/regions within the same travel details.

Destination 2 [Delete]

Country/region
Search for the country/region name or select from the pull-down list. Once you select the country/region, the institutions in that country/region will be displayed.

Select from the pull-down list.

Hosting institution
Search for the institution name or select from the pull-down list. If there is no applicable option, select "Others" (at the end of list), and enter the name of the institution. If visiting multiple institutions, select the main institution in the upper field and the other institutions in the lower field.

Other

Enter this item.

Area/city
Please enter the name of the area/city you will visit in the destination country/region.

Enter this item.

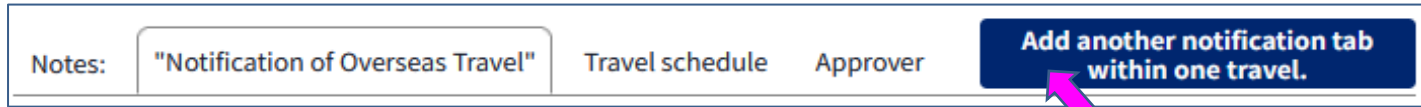
Period of travel *

A second destination country/region entry field has been added at the end of the same notification tab.
→ Deletion allowed by [Delete] button.
→ Filling in the fields indicated.

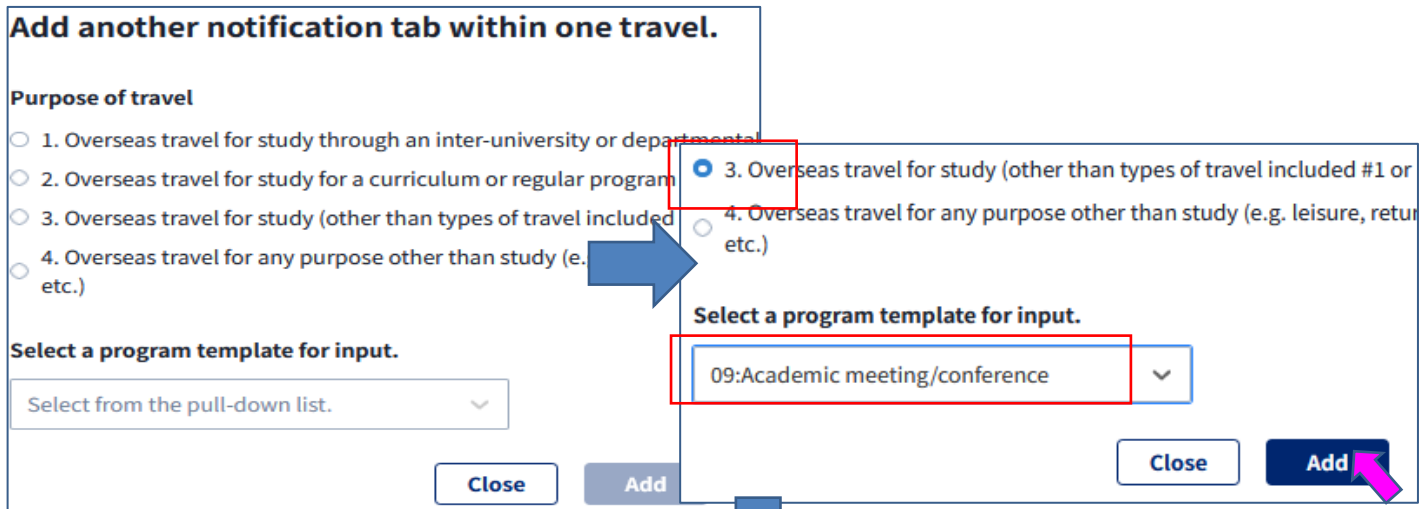
~~ (The rest is omitted). ~~

b. Traveling for "different programs/purposes" within the same travel (from departure from Japan to return to Japan) Ex. Study abroad and academic conference

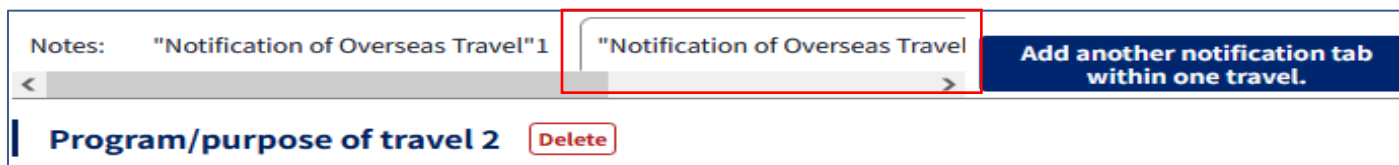
- ① Register the travel notification for the first purpose "Study Abroad".
 → Click the button on the upper right corner of the input screen.



- ② In the Template Selection dialog, select a group and template, then click the [Add] button.

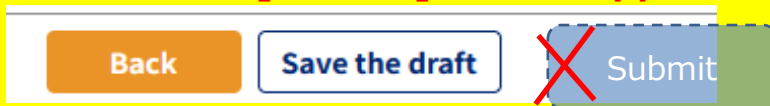


- ③ Another notification tab for the selected content is added → Input



→Deletion allowed by [Delete] button.
 →Filling in the fields indicated.

★ Attention! The [Submit] button appears only in the "Approver" tab.

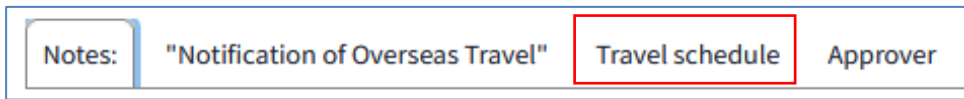


↓
 Please be sure to complete all tabs before [Submit] from the <Approver> tab.

Back to Contents page

4. Entry of notification: fill in the Travel schedule tab.

- This page describes the <Travel schedule> tab.



This tab is for registering contact and safety information during your travel. Please follow the instructions on the screen and enter the information from the top.

【Function Description】

① Emergency contact in Japan during the period of travel.

Enter if blank.

If you have contact information registered for a previous travel, it will also appear on the current form, so update it as necessary.

② E-mail (KUMOI e-mail address)

For security reasons, in principle, communications from the university will be sent to your "KUMOI e-mail address".

During your travel, be sure to check "KULASIS" and KUMOI e-mail address regularly.

③ Total period of travel.

The total travel period is automatically displayed.

If there are multiple notification tabs: From Start date (start date of notification 1) to End date (end date of notification n)

④ Upload the required documents.

You can upload the "documents required for travel" specified by the department and [submit] them together with the travel notification data.



After submission, you will not be able to upload the documents while "confirmation by the university" is in progress, but once the university's confirmation is completed, you will be able to upload the documents again, allowing you to submit additional documents later that were not submitted in time for the initial notification.

★Attention! The [Submit] button appears only in the "Approver" tab.



↓
Please be sure to complete all tabs before [Submit] from the <Approver> tab.

[Back to Contents page](#)

5. Entry of notification: select approver—online submission of the notification.

- This page describes the <Approver> tab.

In the Approver tab, the system automatically assigns the following three types of displays depending on the department and your status, **so students should respond according to the displayed type.**

Type 1. A blank "Approver Name" selection box appears.

- Read the "Points to note when the student selects the name of the person authorized to approve this notification." column carefully.

•Make sure to select the correct Approver's name.

→If you select the wrong approver (supervisor) name, an unrelated he/she will be notified and will need to send it back/notification approval will be delayed.

★If you do not see any candidates after searching, save the form as a draft, and ask the departmental student affairs office.

Type 2. The name of the departmental Student Affairs Section has already displayed.

→ Just click the [Submit] button as is.

Type 3: When a screen appears to select whether the submission should be made to "Supervisor or Instructional Affairs of your department".



■ [Submit] to KUIESM

After setting the "Approver" tab correctly, click the [Submit] button at the bottom of the screen of this tab.

- The entered notification data will be submitted to the destination specified in any of Types 1-3.
- If errors occur, please correct them and retry.



Once all applications have been reviewed by the supervisor or department in charge, a "confirmation completion email" will be sent to the student's KUMOI address.

You can check the progress of the university's verification process after submission can be checked from the list on the student's Overseas Travel function Top Page under Data «Status» *.

*→See "Chapter 6" for details.

■ [Submit] to KUIESM → When there is/are input error(s).

→ An error message will be displayed and the tab name with error will be red. Look for red error item(s) in the error tab and fix them.

[Back to Contents page](#)

6. Other functions

- Newly registered travel notification data will be managed by using the following functions according to the «Status» of the notification data.

① It cannot be edited while the university is checking the notification data.

SUBMIT TO SUPERVISOR APPROVED BY SUPERVISOR SUBMIT TO DEPARTMENT

During the above period, the KUIESM system restricts editing by student.

The correction can be made only after the university instructs you to make the correction (→③④) or after the university completes the confirmation (→⑤).

② Form Output.

Registered notification data can be output in form.

Procedure: Display the registered data and click the "Print out" button on the upper right corner of the input screen. → You can download your notification as an Excel file.

③ [Remand] of notification from the academic supervisor or department, and correction and resubmission.

REMAND FROM SUPERVISOR REMAND FROM DEPARTMENT REMAND FROM DEPARTMENT

If the submitted travel notification data is incomplete, an email will be sent to your KUMOI address with instructions from the faculty member or department to correct the data.

Procedure: Read the instructions in the "remand" e-mail received at the KUMOI address, access KUIESM, correct the contents of the notification, and click the [Resubmit] button.
→ The corrected contents are re-submitted to the faculty member or department.

④ Withdrawal of travel notification.

REMAND FROM SUPERVISOR REMAND FROM DEPARTMENT REMAND FROM DEPARTMENT

Student may withdraw his/her registered travel notification data in the following cases.

- Cancellation of registered travel notification data due to cancellation of the travel itself.
- Instruction by your supervisor/academic advisor or the university not to travel.

Procedure: Display the registered data and click the "Withdraw" button at the end of the screen.
→ Briefly fill in the reason for withdrawal and click the "Send" button.
→ The university will be notified by e-mail that the student has withdrawn the notification.

*The withdrawn travel notification will be erased from the student's notification list screen.

*The [Withdraw] button will not be displayed if the data is in a state where withdrawal cannot be implemented in the system.

⑤ Correction of data after completion of university confirmation.

CONFIRMED BY DEPARTMENT

When the «Status» of the data is set to "Confirmed by Department", the university has completed the confirmation and the student can update the data until the start date of the travel.

Case) Additional registration and uploading of a copy of the "overseas travel insurance certificate" issued after the new registration of the notification.

⑥ Correction of notification data after start of travel. DEPARTED

When the «Status» of the data is set to "Departed", **only the "End Date of Travel" and "Remarks" can be modified** to manage shortening or extending the return date.

⑦ Upon return to Japan, a "return registration" will be made on KUIESM. DEPARTED

Procedure: Display the travel notification data back to Japan, change the end date to the actual return date, and click the [Registration of "Returned to Japan"] button.
→The «Status» of the data will change to **RETURNED TO JAPAN** (Data confirmed).
→After that, the data cannot be edited by student.

● **Note: Type and meaning of the «Status» of the travel notification data in the "Registered data / drafts" list.**

- *The «Status» displayed differs depending on where the travel notification is first submitted to the university → "Type 1, Type 2" below.
- *In principle, the destination is automatically determined according to the conditions of the department to which the applicant belongs → See "Chapter 5" for details.

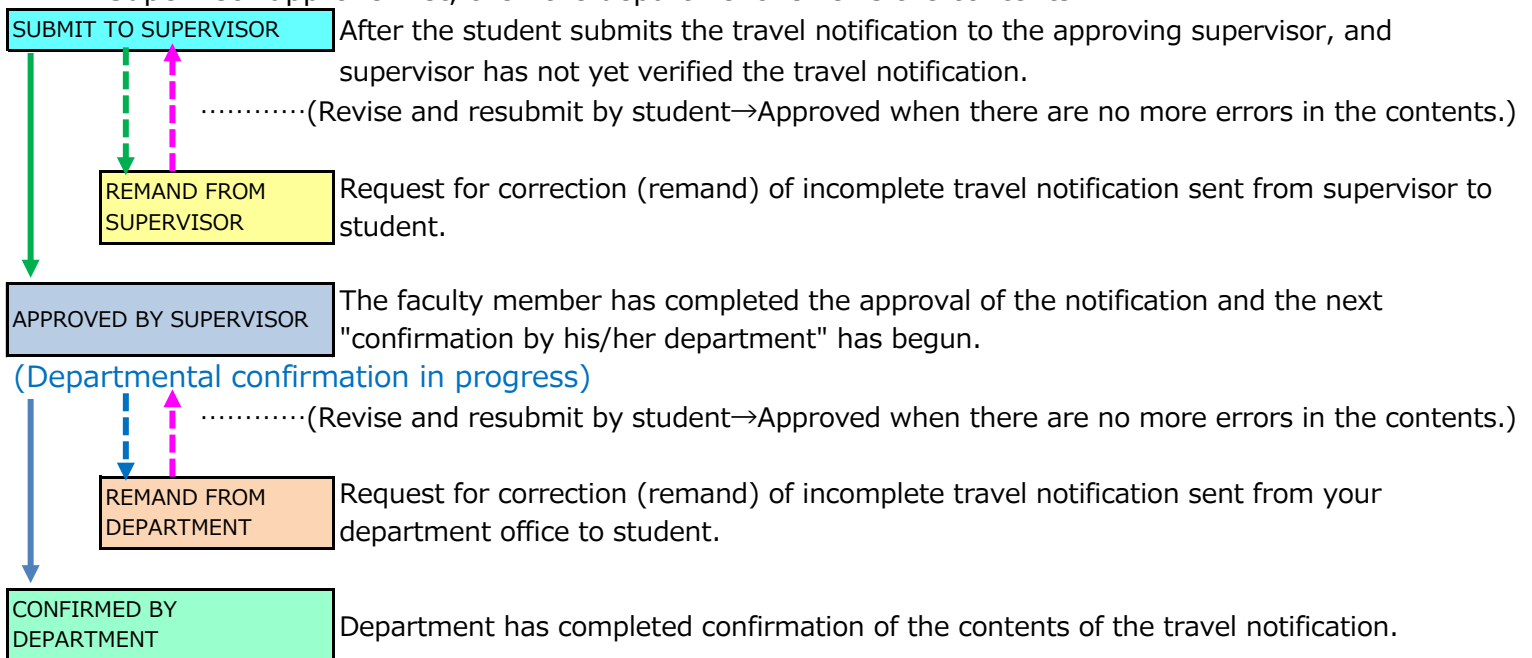
(Optional) Only saved draft if necessary before submission to the university.

DRAFT It is only temporary storage and must be submitted.
Or [withdraw] the data when the draft is no longer needed.

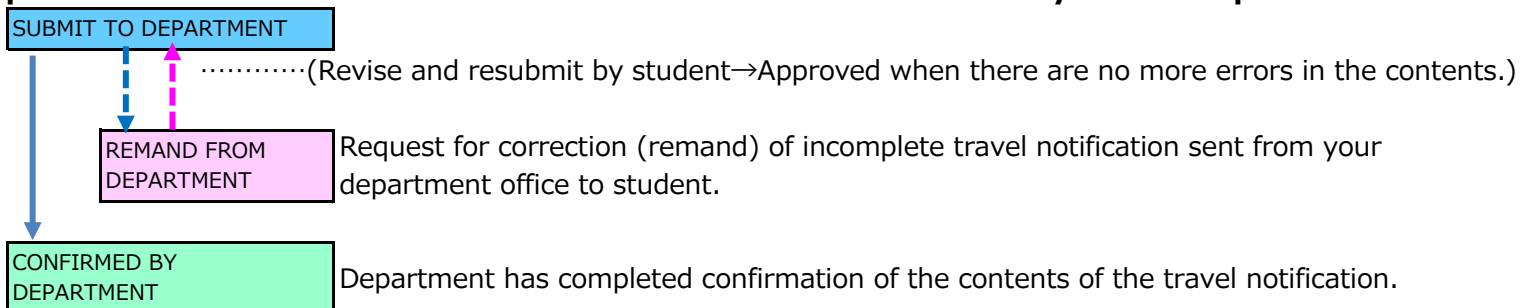
★ **From the student [submit].** → **Type 1** or
→ **Type 2**

Type 1. transition of «Status» in case of "first submission by student to your supervisor".

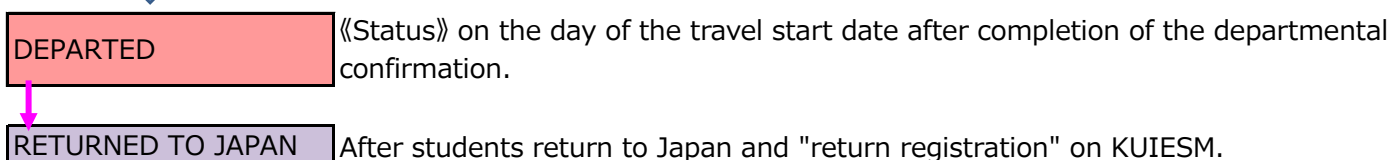
Supervisor approve first, then the department reviews the contents.



Type 2. transition of «Status» in case of "student submits directly to the department office".



(From the completion of departmental confirmation to the start date of travel, «Status» remains "Confirmed by Department")



[Back to Contents page](#)