海外渡航届の入力を忘れずに！

When traveling out of Japan, Students are required to submit the "Overseas Travel Notification"!

留学でも！旅行でも！出発前に登録してね♪
Register before departure be it overseas study or travel.

PC・スマホでさくっと登録！
Quick registration by PC and smartphone.

いらざ、「manaba」からオンライン登録を！
Online registration by manaba.

https://manaba.tsukuba.ac.jp/s/course_492362_survey
海外渡航届の提出のお願い

All students in the University of Tsukuba are required to submit the “Overseas Travel Notification (OTN)” online when they travel out of Japan. This is for the University to confirm your safety promptly when emergency situations such as a natural disaster, terrorism, and pandemic of disease hit the countries or areas where you are staying. Therefore, we ask all students to submit the OTN form even when you go on a private trip.

In addition, we have introduced OSSMA*1 (Overseas Students Safety Management Assistance) to further support available in troubles during your trip. We use the OTN data as a basis to proceed with your application for OSSMA. So, please start with submitting the OTN form in accordance with the following flow chart.

1. QRコード（PC/スマートフォン）から「manaba」へログイン
   Login to manaba page through scanning the QR code below (with your PC device or smartphone)

2. 「アンケート一覧」から「海外渡航届（在学中○回目）」へ
   Click "Overseas Travel Notification (○th time while in the university)" from the "Surveys" list

3. 渡航先、渡航期間、緊急連絡先…などの必要情報*2を入力して提出
   Submit the form after filling in all necessary information*2 including destinations, traveling period, contact address in an emergency ...etc.

4. OSSMA加入者は、申し込みサイトより加入手続きへ
   OSSMA subscribers will proceed to subscribe from the application site

※1 OSSMAとは、本学の皆さんが海外での生活を無事に過ごせるよう、滞在中に困りごとが発生した場合に24時間365日・日本語で適切なサポートを提供する事前会費制のサービスです。

※1 OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its service is available only to OSSMA members who have paid personal fees.


※2 入力に際しては、パスポートやフライト情報が記載された書類（航空券、E-Ticketや予約票、旅程表…etc.）など必要な情報が確認できる資料を用意しましょう。

※2 Upon inputting information, prepare items like your passport and any documents including your flight information (e.g. flight ticket (e-ticket), a reservation slip, itinerary ...etc.) which will help you to confirm the necessary information.