Global Commons

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Instructions for Completing the Overseas Travel Notification

1. Access “Overseas Travel Notification” (OTN) Form

The Overseas Travel Notification system utilizes a survey feature of the Learning Management System "manaba". You can use the system from a PC or a smartphone. Please access using the following short URL or QR code.

You are advised to check your documents for sufficient information, such as your passport, flight information, itinerary, etc. before starting procedures.

<From PC>
http://j.mp/OTN-PC

<From Smartphone>
http://j.mp/OTN-SP

If you cannot access properly using the short URL above, use the following URL:
For PC: https://manaba.tsukuba.ac.jp/ct/course_492362_survey
For smartphone: https://manaba.tsukuba.ac.jp/s/course_492362_survey

2. Login to manaba (through Unified Authentication System)

The login page for the University’s Unified Authentication System will appear. Please login with your own user ID for the Unified Authentication System (the 13-digit number under the bar code on the back of your Student ID Card.)

If you forget your password, you can request reissuance at the counter of the nearest satellite of the Academic Computing and Communication Center or the University Library. (Bring your Student ID Card!)

3. Select OTN Form to Input Your Information

The survey list will open (if not, click the "Surveys" tab under the course name “海外渡航届 Overseas Travel Notification”.)
Surveys titled "Overseas Travel Notification (_th time while in the university)" are listed. Click a title with the status "Not submitted". (Forms in English are listed under Japanese forms.)

Once the status is set to "Submitted", you cannot reuse or correct information. In case you need to change provided information, contact the following email address separately.

Overseas Travel Notification Contact:
gc-kaigattokai@un.tsukuba.ac.jp
Instructions for Completing the Overseas Travel Notification

4. Start

Press "Start" button.

5-1. CASE 1: When to Subscribe to OSSMA  (When not to subscribe to OSSMA, proceed to the section 5-2.)

First, please be sure to access the "Ministry of Foreign Affairs of Japan (MOFA) Overseas Travel Warning Website" at http://www.anzen.mofa.go.jp/ and check the travel warning level for your destination.

The University of Tsukuba does NOT permit student overseas travel for areas which are designated as "Level 2: Avoid Non-essential travel " or above by MOFA.

(Ref.) MOFA Travel advice & Warning categories

| Level 1: Exercise caution | OK |
| Level 2: Avoid Non-essential travel | NG |
| Level 3: Avoid all travel | NG |
| Level 4: Evacuate and Avoid all travel | NG |

Note: Except when a working adult student is on a business travel ordered by his/her affiliated organization. However, submitting this form is requested by the university.

Confirm that the travel warning level is "Level 1" or below and check here.

(=> To be continued)
Instructions for Completing the Overseas Travel Notification

Proceed to “Overseas Travel Notification” section.

[Applicant’s Information]
Following the instructions on the form, input the applicant’s information. *Marked entries are required.

If you have no family name, input “-” in the family name field so far.

The university, etc. may send you an email to confirm your safety in case of emergency. Provide us an email address you check frequently even while travelling, and be sure to respond promptly to such an email from the university.

If you have a travelling companion, provide the companion’s information.

[Destination Country 1]
Following the instructions on the form, input information for the first destination country.

Country names are listed in alphabetical order.

"Date of Entry to the Destination Country 1” (Local Time) and "Date of Exit from the Destination Country 1” (Local Time)

If you are going to participate in a program, a course, an academic conference, etc., or to receive a scholarship, etc., provide their names.

Provide information of contact person whom we can request your safety confirmation from in case we don’t receive any response from you.

(=> To be continued)
Instructions for Completing the Overseas Travel Notification

Provide a name of the first place to visit in the Destination Country 1 (in English). For the first place to visit in the first destination country, please also provide a name of the state, the province or the prefecture and a name of the city (in English).

"Place to Visit" Information Samples:
1) Study, Training -> Host Institution
2) Academic Conference -> Venue
3) Field Research -> Place Name
4) Private Trip -> Accommodation Name, Place Name

If you participate in an academic conference and the name of the venue in the Place to Visit above and the name of the accommodation is different, provide information about accommodation in the remarks.

Your home country may provide a similar free safety alert email service just as the Ministry of Foreign Affairs of Japan does: https://www.ezairyu.mofa.go.jp/
Please keep local safety conditions updated.

The University of Tsukuba strongly recommends that you subscribe to an international travel insurance. You cannot subscribe after departure. Travel insurance is mandatory if you subscribe to OSSMA. The OSSMA agency also provides "Insurance with OSSMA Risk Management Services" which is reasonable with limited coverage options. (Refer to the OSSMA webpage for details.)

To those who joined OSSMA, proceed with application procedures from the OSSMA application site.

https://www.eaj.ne.jp/ossma
( Login code: tsukuba Password: 0016 )

*The application deadline for OSSMA is 2 weeks prior to travel.

What is OSSMA?
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. The university strongly recommends that students subscribe to OSSMA. (Some programs require their participants to subscribe.)

OSSMA Details:
Instructions for Completing the Overseas Travel Notification

If you subscribe to OSSMA, you don’t need to fill in under this. (Instead, please input detailed information separately to the "OSSMA LOCATOR" after completed application of OSSMA.)

Not necessary to fill in
If you subscribe to OSSMA

Press "Next" and proceed to next page.

(Bottom of Next Page)

Scroll down to the bottom of next page and press "Confirm".

(=> Proceed to Section 6)
5-2. CASE 2: When NOT to Subscribe to OSSMA

First, please be sure to access the "Ministry of Foreign Affairs of Japan (MOFA) Overseas Travel Warning Website" at http://www.anzen.mofa.go.jp/ and check the travel warning level for your destination.

The University of Tsukuba does NOT permit student overseas travel for areas which are designated as "Level 2: Avoid Non-essential travel " or above by MOFA.

Ref.) MOFA Travel advice & Warning categories

Level 1: Exercise caution  
Level 2: Avoid Non-essential travel  
Level 3: Avoid all travel  
Level 4: Evacuate and Avoid all travel

Note: Except when a working adult student is on a business travel ordered by his/her affiliated organization. However, submitting this form is requested by the university.

Confirm that the travel warning level is "Level 1" or below and check here.

Proceed to "Overseas Travel Notification" section.

[Applicant’s Information]
Following the instructions on the form, input the applicant’s information. *Marked entries are required.

If you have no family name, input "-" in the family name field.

The university, etc. may send you an email to confirm your safety in case of emergency. Provide us an email address you check frequently even while travelling, and be sure to respond promptly to such an email from the university.

If you have a travelling companion, provide the companion’s information.

(=> To be continued)
Instructions for Completing the Overseas Travel Notification

[Destination Country 1]
Following the instructions on the form, input information for the first destination country.

Country names are listed in alphabetical order.

“Date of Entry to the Destination Country 1” (Local Time) and “Date of Exit from the Destination Country 1” (Local Time)

If you are going to participate in a program, a course, an academic conference, etc., or to receive a scholarship, etc., provide their names.

Provide information of contact person whom we can request your safety confirmation from in case we don’t receive any response from you.

Provide names of places to visit in the Destination Country 1 (in English).
For the first place to visit in the first destination country, please also provide a name of the state, the province or the prefecture and a name of the city (in English).

“Place to Visit” Information Samples:
1) Study, Training -> Host Institution
2) Academic Conference -> Venue
3) Field Research -> Place Name
4) Private Trip -> Accommodation Name, Place Name

If you participate in an academic conference and the name of the venue in the Place to Visit above and the name of the accommodation is different, provide information about accommodation in the remarks.

Your home country may provide a similar free safety alert email service just as the Ministry of Foreign Affairs of Japan does: https://www.ezairyu.mofa.go.jp/
Please keep local safety conditions updated.

The University of Tsukuba strongly recommends that you subscribe to an international travel insurance. You cannot subscribe after departure.

(=> To be continued)
Instructions for Completing the Overseas Travel Notification

This Overseas Travel Notification form can be used for OSSMA application. If you don’t subscribe to OSSMA, check “No” and continue to fill in the fields up to the next page.

What is OSSMA?

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.

The university strongly recommends that students subscribe to OSSMA. (Some programs require their participants to subscribe.)

OSSMA Details:


Continue to fill in the following fields if you don’t subscribe to OSSMA.

Provide information about an emergency contact person (a family member, etc.) while you are travelling.

Sometimes cases occur that we cannot contact students because they forget to tell us their local cell phone number and address which will be determined only after arriving at the destination. If you are planning to purchase your own local cell phone (including a SIM card), or planning to move into a dormitory or an apartment, be sure to inform these to the university as soon as they are determined. (Check “Yes” and go next.)

Provide flight information.
If available, upload an e-Ticket, a reservation slip, an itinerary made by the travel agency, or a self-made itinerary in PDF, Word or Excel format, or a photo taken.

If you don't have any of above-mentioned documents, describe flight information like this:

AUG15 16:00 Tokyo (NRT) MU522
AUG15 19:00 Shanghai (PVG) AUG15 21:15 Shanghai (PVG) MU522
AUG15 23:45 Xi'an (XIY)

Press “Next” and proceed to next page.

(=> To be continued)
Instructions for Completing the Overseas Travel Notification

The next page opens.

[Destination Country 2] Following the instructions on the form, input information if you have the second destination country. (If not applicable, scroll down to the bottom and press “Confirm”.)

- Country names are listed in alphabetical order.
- “Date of Entry to the Destination Country 2” (Local Time) and “Date of Exit from the Destination Country 2” (Local Time)
- If you are going to participate in a program, a course, an academic conference, etc., or are going to receive a scholarship, etc., provide their names.
- Provide information of contact person whom we can request your safety confirmation from in case we don’t receive any response from you.
- Provide names of places to visit in the Destination Country 2 (in English).

Press “Confirm” when inputting is done.

(=> Proceed to the Section 6)
6. Submission and Confirmation

(=> Continued from 5-1 or 5-2)

Press "Submit" button.

Confirm whether the status was changed into “Submitted” and log out.

That is all for the “Overseas Travel Notification” procedures. Please be sure to do the following:

(1) Subscribe to the Overseas Travel Registration Service by MOFA ("Tabi-Regi” or “ORRnet”) or a similar free safety alert service provided by your home country.
(2) Subscribe to an international travel insurance.
(3) For OSSMA members, complete the procedures and payment of the membership fee in the OSSMA application site and register the itinerary information in the OSSMA LOCATOR after completing procedures.
(4) Provide a local cell phone number and a local address to the university (As soon as determined after arrival at the destination.)
(5) Inform your academic advisor about your travel schedule.

Note: Corrections or changes in the submitted itinerary information cannot be made in manaba so contact the following by e-mail.

OTN contact information (Global Commons): gc-kaigaitokou@un.tsukuba.ac.jp

Thank you for your cooperation.
Have a safe and productive journey!