

Overseas Safety Handbook

for University of Tsukuba Students



筑波大学
University of Tsukuba

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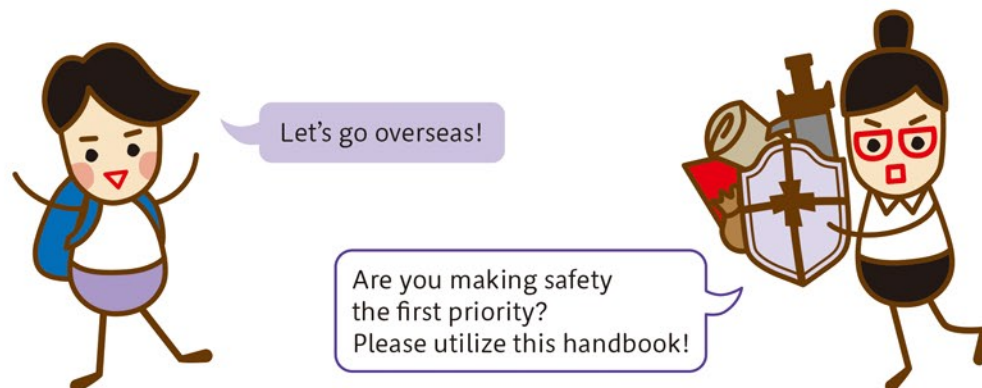
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Please check!



Japanese



English



The WEB version of the Overseas Safety Handbook is here.

【Japanese】<http://www.tsukuba.ac.jp/global/pdf/overseassafety-handbook-ja.pdf>

【English】<http://www.tsukuba.ac.jp/global/pdf/overseassafety-handbook-en.pdf>

► Introduction

This handbook specifies the points that are of particular significance from a risk management perspective for students to live a life of safety overseas.

We hope that this will serve you to adopt safety measures for pre-departure preparation and during your stay abroad.



► Risk awareness

Recently, students travel overseas for a brief period or for a prolonged period on various occasions including overseas training and internship. With this, it is conceivable that you would become involved in a contingency such as a serious injury, accident, crime, illness, or disaster during your stay abroad. There is a possibility that you cannot avoid danger if you are living at the same level of awareness as you are living in Japan. First of all, be conscious of the danger of "being in a foreign country" and always try to look after your safety and health.

► Basic idea for safely spending time overseas

Self-defense

For your safety, conduct yourself with an eye on taking care of yourself. It is important to collect as much information as possible and conduct yourself by giving the highest priority to safety. Each traveler should have sufficient "knowledge" and strong "awareness" to make a trip safely.

Continuity of risk awareness

Prevention is the best risk management. Even if accustomed on site, always assume the worst and conduct yourself after preparing and taking measures. In particular, it is said that the timing of "after travel", "three months after travel", and "before returning home" is a stressful period so it requires attention.

Three principles of overseas safety measures and behaviors

- ① **"Be discreet"**: Carefully observe the behavior of local people and avoid unusual behavior and flashy clothes.
- ② **"Unforeseen behavior"**: It is said that developing a certain pattern of behavior makes you more a target. The routes to and from school, shopping, dining out, etc. require great caution.
- ③ **"Keep one's eyes peeled"**: Be vigilant about collecting information on site and always conduct yourself with care. Sometimes there are unsafe hours not only in access to danger zones but also in normally non-problematic areas.

▶ Pre-departure preparation

1

Overseas safety website of the Ministry of Foreign Affairs (MOFA) (Available in Japanese only)

The overseas safety website of MOFA is providing various reference information for overseas travelers to travel safely with the attitude of "look out for yourself".



<https://www.anzen.mofa.go.jp/>

Reference: MOFA's overseas safety website as of February 2020

Main information seen at the overseas safety website

Information about danger

Information released in countries and regions thought of as requiring special care in traveling and staying and which judges the security situation in the country and other risk factors in a comprehensive manner and makes an index of safety measures known in each country and region.

Information about risk of infectious diseases

Overseas safety information on high-risk infectious diseases including new strains of influenza released about countries and regions thought of as requiring special care in traveling and staying.

Spot information

Important breaking information in regard to the safety of Japanese nationals in certain countries and regions released as a concern arises or if there is a possibility of it arising.

Wide area information

Information putting out an alert on the occurrence of any event that requires caution on a widespread basis cutting across multiple countries and regions. For information, etc. concerning trends in international terrorist organizations, it is common practice to put out a wide alert in the "wide area information" because there are many cases which cannot be confined to certain countries and regions.

Basic data on safety measures

In traveling and staying in a country, this is a summary of basic information to learn from the standpoint of crime prevention and avoiding trouble in the country.

2

"Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas" (Decision by the President)

The Overseas Safety website of MOFA releases an index of local information and precaution measures in countries and regions requiring special care as information about danger and risk of infectious diseases in 4 categories in traveling and staying overseas. As our university has established measures on overseas travel by students, faculty members, and university employees based on this information as stated below, make sure to check them before travel.



Students cannot travel to regions in **level 2** or higher.

"Travel Guidelines for Students, Faculty Members, and University Employees for Crisis Management Overseas" (Decision by the President)

<http://www.tsukuba.ac.jp/students/pdf/otn-sisin-en.pdf>



Information about Danger and Risk for Infection

Travel Measures

Level 1

Exercise caution.

Students, faculty members, and university employees traveling to and residing overseas are advised to fully comprehend and stay alert to the security situation released by MOFA and to regularly contact their affiliated organization after ensuring a line of communication where they are staying with their affiliated organization.

Level 2

Avoid Non-Essential Travel.

Avoid all dispatch and travel of students. Faculty members and university employees are advised to avoid non-essential travel and to conduct a review of their travel plans. If travel is required by necessity because of business obligations, etc., they should stay alert to the security situation by not engaging in activities other than the original content and take appropriate measures after liaising and coordinating with the local partner institution and diplomatic establishment abroad for confirmation. Additionally, they should regularly contact their affiliated organization after ensuring a line of communication where they are staying with their affiliated organization.

Level 3

Avoid all travel. (Travel warning)

Avoid all dispatch and travel of students, faculty members, and university employees. However, there will be a preliminary talk with the head of their affiliated organization and the president on the request of the government and international organizations including MOFA and JICA (such as participation in an inquiry or international support team).

Level 4

Evacuate. Avoid all travel. (Evacuation warning)

Avoid all dispatch and travel of students, faculty members, and university employees regardless of purpose. All visiting students, faculty members, and university employees are urged to evacuate immediately from the country or region where they are residing to a safe country or region.

3 Healthcare

Health checkup

If you are going on a long-term stay overseas, you are recommended to have a pre-departure physical checkup to get a picture of your health condition. If you have a pre-existing condition, it helps to talk to your doctor and to check the generic name in English of your medication just in case. It is reassuring to get a prescription in English. Dental treatment is typically not included in traveler's insurance so you should also make sure to get your treatment done before your long-term travel.

Household medication

Many health problems are generated by the weather condition, diet, and psychological stress overseas. In that event, if you cannot easily obtain over-the-counter medication as in Japan you should make sure to bring them with you. It is good to bring first-aid medicine such as headache, cold, and antidiarrhea medications, anti-itch medicine, bug repellent among others.



Information on vaccination and infectious disease

There are two main sides to vaccination for overseas travelers. One is necessary to travel to the country or region demanding for vaccination when one enters the country or region. The other one is for the protection of your health from getting an infectious disease overseas. In some countries of tropical Africa and tropical South America primarily, the Yellow Card may be required for entry, so make sure to look into the situation of your destination.

There are also outbreaks of disease that you will never find in Japan overseas. You could therefore reduce the risk of acquiring an infection by getting a vaccination. The necessary vaccination will vary with destination, length of stay, form of travel, age, health condition, vaccination history, etc. You need to gather information on infectious diseases at your destination in advance and decide which vaccine to get after getting an understanding of each vaccination. Additionally, there are those that need multiple intakes and those that need the inoculation at 4-week intervals or more depending on the type of vaccine. Vaccinations require consideration without delay (3 months or more before departure). Vaccination agencies are posted on the FORTH (For Traveler's Health) website of the Quarantine Information Office of MHLW.

★Types of vaccines

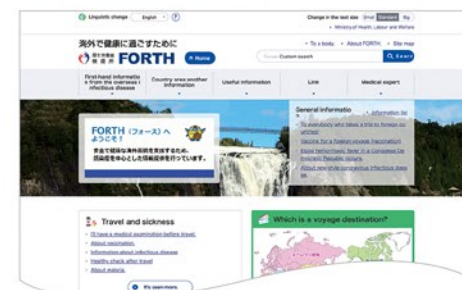
Vaccines	Who are at risk?
Yellow fever	Travelers to regions where a high risk for infection is present.
Hepatitis A	Medium to long term travelers (1 month or more) to developing countries. Particularly for travelers 60 and under.
Hepatitis B	Travelers with potential exposure to blood.
Tetanus	Travelers who are likely to have an accident from an expedition.
Rabies	Travelers to regions where dogs, foxes, bats, etc. abound, particularly travelers to regions with no healthcare facility. Travelers who may come into contact with animals including animal researchers.
Polio	Travelers to endemic regions.
Japanese encephalitis	Long term travelers to endemic Regions (primarily in rural areas of Southeast Asia where pigs are raised).

Reference: Quarantine Information Office of MHLW (FORTH) (As of February 2020)

★Country and regional infectious disease information

The epidemic situation and prevention method of infectious diseases, handling of illness, etc. are posted on the website of the Quarantine Information Office of MHLW.

<https://www.forth.go.jp>



Reference: FORTH website of the Quarantine Information Office of MHLW (As of February 2020)

4 Overseas Travel Notification

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 to confirm your safety promptly during travel to relevant areas when emergency situations such as natural disasters, terrorism, and pandemic of disease hit the countries or areas where you are staying. Therefore, you are required to submit the OTN form even when you go to on a private trip. Students are required to submit the OTN regardless of purpose. Please also remember to contact your academic advisor (homeroom teacher) regarding your travel.



Registration procedures of the OTN

- 1 Login to manaba from the QR code (PC and smartphone)^{※1}
- 2 Select "OTN (nth time while in school)" from "Questionnaire" and enter by clicking the "Start" button.
- 3 Enter and submit required information including travel destination, travel period, emergency contact information^{※2}

※1 To login, the unified authentication user ID (13-digit number below the bar code on the reverse side of the student ID card) and password are required. Those who forgot the unified authentication password can reissue it at the nearest academic computing & communications satellite or library counter.

※2 For entry, prepare materials that can ascertain necessary information including your passport and documents that contain information about your flight (air ticket, e-ticket, reservation, and itinerary, etc.).

* OTN has been transferred to the new system.

The guide to the new system is posted at the top page of the previous system and the Global Commons website.



5 Traveler's insurance and study abroad insurance

Prepare for the possibility of injury, illness, incidents, accidents, etc. overseas and join a traveler's insurance and study abroad insurance before travel. If studying overseas for a long period in particular, joining an insurance for overseas study is recommended. Furthermore, the study abroad destination may designate the insurance. For credit card traveler's insurance and the Student Educational Research Activities Accident Insurance (Gakkensai) alone, the coverage may be limited and the compensation may not be enough. There are numerous insurance companies and plans, in preparation for an unexpected sizable payment, please absolutely make sure of the coverage, amount of compensation, and insurance cost before joining. The insurance introduced in our university is the Study Abroad Insurance Coupled with "Gakkensai" (Futai Kaigaku). For details and application, check the materials distributed in the Division of Student Exchange (Overseas Study), Department of Student Affairs, Student Commons, etc. After joining, make sure to bring the certificate of insurance and guidebook issued by the insurance company on site. It is essential when visiting local healthcare facilities or filing a claim to the insurance company. Additionally, give a copy to your family, etc. in Japan. For the travel destination, obtain the usual contact information to have instant contact with the insurance company for emergencies.

Reference: Outline of the Student Educational Research Activities Accident Insurance (Available in Japanese only)

<http://www.jees.or.jp/gakkensai/>



Checkpoint

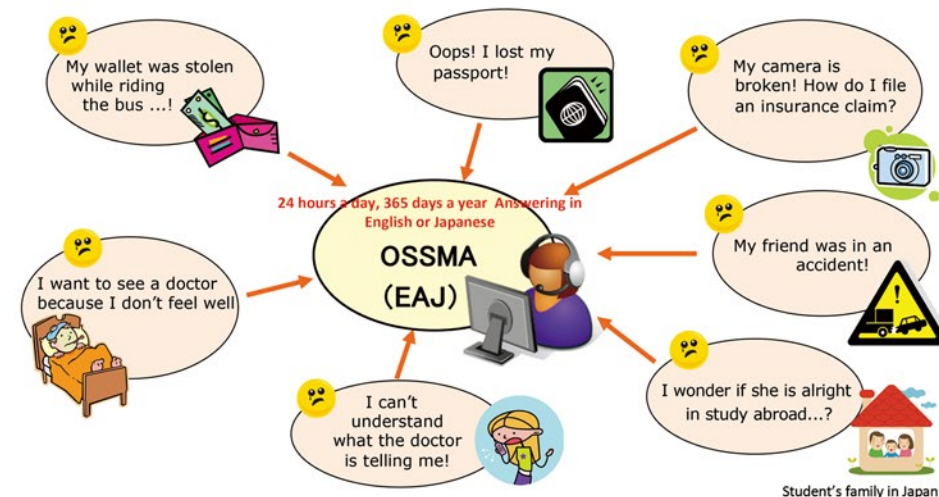
- ✓ Is the amount of compensation of expenses for medical treatment, expenses for rescue, and expenses for indemnity liability enough?
- ✓ Bring the certificate of insurance on site.
- ✓ Keep a copy in your home in Japan. Have the contact information of the local help desk of the insurance company.
- ✓ If studying overseas, the lower limit of the amount of compensation may be designated and joining an insurance designated separately may be made compulsory depending on the local host university.

6 Overseas Students Safety Management Assistance (OSSMA) Service

Outline of OSSMA services

The University of Tsukuba introduced OSSMA by Emergency Assistance Japan (EAJ) in preparation for problems including happenings, accidents, etc. at your destination when you travel overseas for education, training, internship, research investigation, academic conference, convention, etc.

A traveler's insurance is a system to provide a certain amount of money to those who contracted an illness, encountered an accident, etc. overseas whereas OSSMA does not cover necessary cost in response (medical bill, etc.) but makes accurate recommendations of local hospitals, transportation to the hospital, etc. if a happening or accident occurs during your stay at your overseas destination. For students to make the most of their lives overseas, if a problem occurs during their stay, OSSMA will provide appropriate support in English or Japanese 24 hours a day, every day. The University of Tsukuba strongly recommends that students join (subject to fees). When getting into a program to be hosted by our university, joining OSSMA is made compulsory so check with the administrator in advance.



▶ next

OSSMA helpline cases

Please do not hesitate to consult the helpline at any time.

If a problem occurs during your stay overseas, assistance coordinators will provide support in English or Japanese 24 hours, every day at the OSSMA helpline.

For example, at a time like this...

Lost passport

You will be told about authorities concerned including embassies and advised how to apply for a new passport.

Feel ill

As the situation demands, an appropriate healthcare facility will be introduced and the facility will be contacted to make arrangements.

Concerned about being understood at a hospital

An assistance coordinator will interpret for you and the foreign doctor by telephone.

I want to know about making payments at a hospital

As the situation demands, assistance coordinators will stand in for making payments or provide support for subsequent insurance claims.

Serious accident

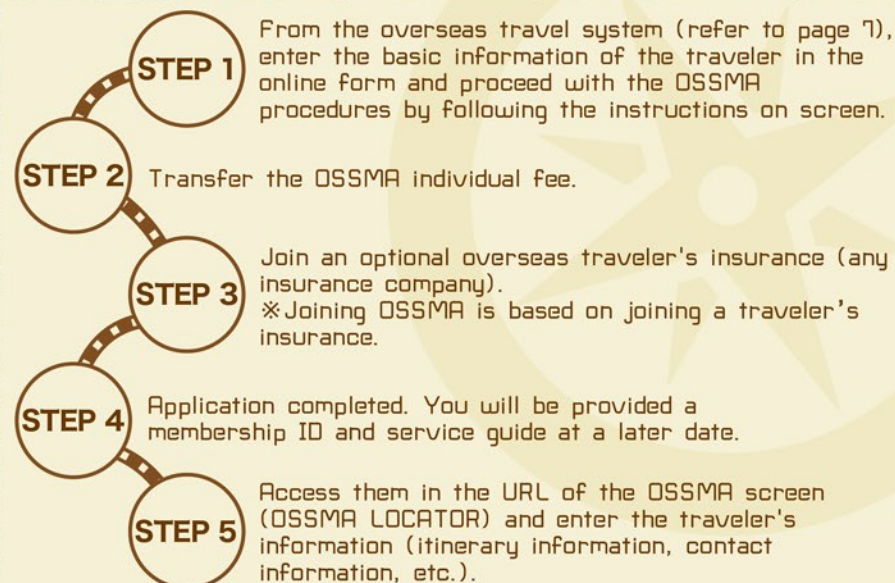
As may be necessary, assistance coordinators will arrange for the dispatch of doctors, emergency transport, and repatriation.

OSSMA membership fee (As of April 2020)

Travel period	Individual fee	Travel period	Individual fee
1 month	3,300 yen	5 months	18,700 yen
2 months	5,500 yen	6 months	22,000 yen
3 months	11,000 yen	7 to 9 months	26,400 yen
4 months	14,850 yen	10 to 12 months	29,700 yen

Fees including consumption tax as of April 2020

OSSMA membership application



See the following site for details.

Overseas Students Safety Management Assistance (OSSMA)

<http://www.global.tsukuba.ac.jp/gc/grm/ossma?language=en>



You will receive a safety confirmation email from OSSMA immediately following arrival and every 2 weeks in the email address registered in STEP 1. This is to confirm whether you are living overseas in safety. Access the website in the text of the email and please be sure to acknowledge.

■OSSMA service use instructions

- *Qualification for service use: For OSSMA, the member and his/her family are covered.
- *Service period: During the stay overseas. During temporary return to Japan, the service is not applicable.
- *When service can't be provided: There may be a delay in implementation of crisis management and support due to force majeure including general strike, transit strike, disaster, war, civil war, terrorism, insurrection, riot, retaliation, traffic and transport restraints, explosion, and nuclear accident and it may not be asserted.
- *Handling of personal information: EAJ strives for the appropriate management, use, and preservation of personal information and will not use it for any purpose other than service provision.

7 Emergency Contact Card

Be ready just in case during travel and it's recommended that you write and bring with you information about yourself in English.

The emergency contact card is distributed in the Student Commons and Academic Service Offices and its template is seen at our university's website.

Download, complete, detach, and carry it with you.

<https://www.tsukuba.ac.jp/students/go-abroad/safety.html#card>



海外に想定内はありません。

GLOBAL COMMONS

EMERGENCY CONTACT CARD

Name in Japanese: _____

Name in English: _____

Date of Birth: _____

Nationality: _____

Passport Number: _____

Student ID Number: _____

Embassy/Consulate: _____

Phone Number: _____

Address: _____

Email: gc-emergency@un.tsukuba.ac.jp

Contact: Tel: +81-(0)29-853-2079

University of Tsukuba

8 Tabireg and Overseas Residential Registration (ORR)

(Available in Japanese only)

If traveling for less than 3 months...Tabireg

Tabireg is an overseas safety information delivery service operated by MOFA and if you register, current crime-prevention information and dos and don'ts in the country and region of your destination are provided via e-mail. Emergency notifications and current travel information released to Japanese living overseas by the Japanese embassy, etc. located in the country and region of destination can also be received in real time. In addition, if a major incident, accident, and disaster happened on site, emergency contact will be made from the Japanese embassy, etc. based on the registered contact information so be sure to register before travel.



Reference: MOFA's overseas safety website "Tabireg", "ORR" as of February 2020

<https://www.ezairyu.mofa.go.jp/tabireg/index.html>



If traveling for more than 3 months...ORR

If staying overseas for more than 3 months, you have a duty to submit the ORR to the Japanese Embassy or Consulate General (hereinafter referred to as "diplomatic establishments abroad") pursuant to Article 16 of the Passport Act. Based on the ORR, diplomatic establishments abroad are involved in assistance activities through the confirmation of the address and emergency contact number of Japanese involved in a disaster, accident, etc. You can also register through the Internet. Students of foreign nationality should follow their country's regulations and confirm with their country's diplomatic establishments abroad.

※Submit the ORR after taking up residence overseas. You have to submit from the day of actual residency in the area.



Reference: MOFA's overseas safety website "Tabireg", "ORR" as of February 2020

<https://www.ezairyu.mofa.go.jp/RRnet/index.html>



▶ Dos and don'ts during your stay

1 Report of accommodation and contact information

When you arrive at your destination, the first thing to do is to keep the appropriate persons including your family, and people involved in the university updated. After that, be in contact regularly with them and if traveling to another country or region, notify them your whereabouts.

※Those who are staying for more than 3 months are required to submit the ORR to diplomatic establishments abroad as noted above so remember to register.

2 Confirmation of contact information of local police, firestation, and ambulance

For emergencies, check the phone number and phone system of the police, firestation, and ambulances.

3 Local laws, rules, regulations, etc.

As might be expected, there are laws and regulations different from that of Japan in the country or region of your destination. The regulations, punishment, etc. of the overseas study or training destination is also different from that of Japanese universities. Be sure to join the orientation, etc. carried out after arrival. If there is a problem or unclear point, conduct yourself with great caution after consulting with the faculty member in charge, tutor, etc. in the host university.

4 Manner, culture, custom, etc.

Manner and custom including the interpretation of culture, value and religion differ quite a bit from country to country and region to region. Check the circumstances of your host country or region in advance, maintain an interest and a respect for historic background, religion, and lifestyle habit and conduct yourself with great caution in order not to offend the local people.

i Reference information (Available in Japanese only)

Japan International Cooperation Agency (JICA)

“Points to Consider Before Going to a Volunteer Assignment (By Country)”

<https://www.jica.go.jp/volunteer/qualifier/consideration/>

Note: Security situation, transportation condition, medical situation, etc. in each country



“JICA Volunteer’s World Diary”

<https://world-diary.jica.go.jp/>



Japan Overseas Security Association

“Overseas Safety Manual”

<http://www.josa.or.jp/travel/manual/index.html>



5 Safety measures during your stay

Stay out of dangerous places

Please refrain from traveling to a politically unstable or volatile region due to civil war, coup d'etat, and terrorism incident and give careful consideration if you need to travel. In addition to not carelessly approaching common sites of violent crimes including robbery, be on guard against going out at night and walking alone.

Avoid carrying a large amount of cash and valuables

Avoid carrying a large amount of cash and valuables when you go out.

Traffic rules and traffic situation

Overseas traffic rules are different from that of Japan so be on guard against accidents with great caution.

Possession or use of drugs

Overseas laws include serious penalties for drug abuse and some countries still have draconian punishments surpassing that of Japan. As might be expected, never possess or use drugs.

Handling incidents

Be familiar with the security situation and the tendency, modus operandi, laws, and mindset on crime at your destination in advance. MOFA introduces the following as case examples and countermeasures against trouble.



For details,
please visit
"Overseas Safety Guide"
in the overseas safety website of MOFA

(Available in Japanese only)



https://www.anzen.mofa.go.jp/c_info/useful_info.html

6 Health and hygiene

If you contract an illness

Please take advantage of the health center in your host university and institute and consult with your host university, institute, and OSSMA helpline as may be necessary. If making a visit to a clinic other than a partner institute of the traveler's and study abroad insurance, a credit card may be needed by the hospital. Please also see the doctor with the insurance card of your traveler's insurance and passport.

Precautions in hygiene

Many Japanese have diarrhea caused by the difference in hard water and soft water so avoid drinking water fresh from the tap. You might want to drink commercially available bottled water. There are cases where developing countries do not conduct health inspection so avoid eating at a street stall.

7 In an emergency

Keep track of information on danger from diplomatic establishments abroad

By filing the Tabireg and residence registration described above, diplomatic establishments abroad will confirm your safety in emergencies including disaster and terrorism, give contact arrangements for evacuation and refuge. It is important to keep track of information on danger regularly during your stay through their website, etc.

Keep track of the risk management system at your host university

Please attend the orientation carried out at the host university and institute and check as to how to get in touch with the police and hospitals in an emergency and how to cope on-campus.

8 Emergency contact

If you are exposed to dangers including happenings, accidents, and natural disasters during your stay, take the following steps.

A

Please contact the host university, institute and follow their instructions.

B

Please contact a diplomatic establishment abroad and follow their instructions.

C

OSSMA members should contact the OSSMA Helpline and follow their instructions.

D

Please contact the university, your program manager, and family and confirm your safety.

E

If you cannot contact them personally, ask an official of the host university or a diplomatic establishment abroad to contact your university and family.

9 Mental health while studying overseas

If unfamiliar overseas life, academics, research, human interaction, culture shock, etc. are mentally hard on you, do not worry by yourself and consult with the university counselor, close family member, etc. or medical specialist. You should make sure to use the consultation services of the host university and if you are an OSSMA member, you could also contact the helpline and get a referral of a healthcare facility that will provide consultation in English or Japanese.

The University of Tsukuba has set up overseas offices in 12 countries and regions and placed local staff who are well-versed in local affairs. When going to these regions to study, contact the overseas office as may be necessary. For services provided by OSSMA, use the OSSMA helpline.

1

2

After arrival, if you have diarrhea, a fever, etc., please notify the Quarantine at the airport.




▶ Links

As of April 2020

University of Tsukuba Related Links

 "To: Students who will travel overseas" of the University of Tsukuba
<http://www.global.tsukuba.ac.jp/gc/go-abroad>



 "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas" (Decision by the President) of the University of Tsukuba
<http://www.tsukuba.ac.jp/students/pdf/otn-sisin-en.pdf>



 "Overseas travel notification login page" of the University of Tsukuba
https://manaba.tsukuba.ac.jp/s/course_492362_survey



 "Emergency contact card" of the University of Tsukuba
<https://www.tsukuba.ac.jp/students/go-abroad/safety.html#card>



Other Links (Available in Japanese only)

 Overseas safety website of MOFA
<https://www.anzen.mofa.go.jp/>



 Website of the Quarantine Information Office of the Ministry of Health, Labour, and Welfare
<https://www.forth.go.jp>



 Tabireg of MOFA (Stay for less than 3 months)
<https://www.ezairyu.mofa.go.jp/tabireg/index.html>




 ORR of MOFA (Stay for more than 3 months)
<https://www.ezairyu.mofa.go.jp/RRnet/>



 "Overseas safety guide" of MOFA
https://www.anzen.mofa.go.jp/c_info/useful_info.html




 "Guide to what the embassy and consulate general can do when you are in trouble overseas" of MOFA
https://www.anzen.mofa.go.jp/anzen_info/flash02.html



 Japan Overseas Security Association "Overseas safety manual"
<http://www.josa.or.jp/travel/manual/index.html>



 "Points to Consider Before Going to a Volunteer Assignment (By Country)" of JICA

<https://www.jica.go.jp/volunteer/qualifier/consideration/>

Note: Security situation, transportation condition, medical situation, etc. in each country



▶ Checklist for overseas travel

Items to have before overseas travel from a crisis management perspective were summarized. Necessary procedures vary by the course and program to be attended and form of travel so separately check the details in advance.

Before departure

Crisis management and health management related

- ☐ Check the current safety information in the travel destination through the overseas safety website of MOFA.
- ☐ Check the "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas" (Decision by the President) of our university.
- ☐ Do a check of your health condition (consider seeking immunization, health checkup, dental work, etc. if it's necessary).
- ☐ In addition to preparing an emergency contact list and bringing it on site, share it with those who need it including family members and people involved in the university.

Travel procedure related

- ☐ Passport, air ticket, visa, and other travel procedures (Check the period of validity of your passport and visa in advance).
- ☐ Submission of the OTN to the University of Tsukuba (online submission).
- ☐ Join a traveler's insurance and study abroad insurance.
- ☐ Join OSSMA.
- ☐ Registration to MOFA's Tabireg (if staying overseas for more than 3 months, submission of the ORR after arrival on site).

After arrival on site

- ☐ Inform family, concerned university personnel, etc. of the address and telephone number of your local accommodation.
- ☐ If studying overseas and there are orientations, etc. at the host university and institute, be sure to join.

During your stay

- ☐ Not just to comply with the law and regulation of the country and region of destination, but also to try to act based on completely understanding local social habits and religious constraints.
- ☐ Gather information on danger and do not visit dangerous places and regions.
- ☐ Have emergency contact information (telephone number, e-mail address, etc.) about you.
- ☐ Try to regularly contact your family, concerned university personnel, etc. on a continuing basis during your stay



Global Commons, University of Tsukuba

TEL 029-853-7401

E-mail global.common@un.tsukuba.ac.jp

Website <http://www.global.tsukuba.ac.jp/gc?language=en>



Website

April 2020