

7 Things to be checked when students travel overseas



Overseas Safety and Risk Management

During recent years, there are various occasions to travel overseas from brief durations to extended periods including overseas training, internship, and trips beyond overseas study. With these, it is conceivable that there are cases of involvement in emergency situations including significant injuries, accidents, crimes, diseases, and disasters. You may not avoid danger if you live at the same level of awareness while living in Japan. First, be conscious of the risks of "being overseas" and always striving for both safety and health management.

01 | MOFA's Overseas Safety Homepage



The Overseas Safety Homepage (<http://www.anzen.mofa.go.jp/>) of the Ministry of Foreign Affairs (MOFA) releases an index of local information and precaution measures in countries and regions requiring special care as danger information in 4 categories in traveling and staying overseas. As our university has established actions to be taken by students, faculty members, and university employees based on overseas safety-related information by MOFA, be sure to check them before travel.

02 | Travel Guidelines for Students, Faculty Members, and University Employees in Case of a Crisis Overseas



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

MOFA Travel Information (Danger Information)	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	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 intent and take appropriate safety measures after liaising and coordinating with the local partner institute or 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. Avoid all dispatch and travel of students.
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 the Ministry of Foreign Affairs and JICA (such as participation in an inquiry or international support team, etc.).
Level 4 (Evacuation warning) Evacuate and avoid all travel	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.

03 | Online submission of the "Overseas Travel Notification (OTN)"



- It's necessary for students of our university to submit the travel notification online when traveling overseas such as conference participation, visit etc. but not limited to overseas study.
Note: See the back cover for details.
- Please remember to contact your academic (supervisor) advisor regarding your travel.



04 | Healthcare and Infectious Disease Control Measure

Be sure to check the warning on infectious diseases and medical information in the travel destination beforehand as well in healthcare before travel. Consultation of immunization and other considerations may be needed depending on the travel destination so check ahead of time.

Please take extra care of your health condition after returning home. There are cases when illness begins 1 month after returning home so if you notice any ongoing symptoms including a fever, first contact a healthcare facility and follow their instructions. Please also approach airport quarantine in the presence of fever or diarrhea when you return.

- World Medical Care Situation (MOFA)
- FORTH (Ministry of Health, Labour, and Welfare Japan)
- National Institute of Infectious Diseases (NIID)

- <http://www.mofa.go.jp/mofaj/toko/medi/>
- <http://www.forth.go.jp/index.htm>
- <https://www.niid.go.jp/niid/en/>



05 | Apply for overseas travel or study insurance



When traveling overseas, make sure to take out an overseas travel or study insurance. Some people use the Overseas travel insurance of credit cards nowadays, but the coverage has a lot of limitations, so make absolutely sure in advance. If studying overseas for a long period, taking out an insurance for overseas study is recommended. There are numerous overseas study insurances, but please absolutely make sure of the amount payable and coverage before taking it out. Also, try to contact the insurance company immediately and be aware of the contact information all the time in case something happens at your destination.

06 | Apply for "Overseas Students Safety Management Assistance (OSSMA) Service"



Please join OSSMA to cover your travel period. The overseas travel 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 Japanese and English 365 days a year, 24 hours a day. Receiving the service of OSSMA is promised on taking out an overseas travel or study insurance.

• **Overseas Students Safety Management Assistance (OSSMA) Service** <http://www.global.tsukuba.ac.jp/gc/grm/ossma?language=en>

07 | Registration to MOFA's travel registration service (Tabiregi or ORRnet)



Remember to register (see below) to get local safety-related information and e-mail communication in the event of emergencies from MOFA and diplomatic establishments abroad.

- **Travel less than 3 months "Tabiregi"** <https://www.ezairyu.mofa.go.jp/tabiregi/>
- **Travel more than 3 months "Overseas Residential Registration (ORRnet)"** <https://www.ezairyu.mofa.go.jp/RRnet/>

NOTE

Tabiregi is limited to Japanese (it is possible to register an e-mail as a Japanese national companion). If a foreigner is travelling alone and wishes for information from the embassy, it will be sent from the embassy by registering in the simplified Tabiregi.

ORR is limited to Japanese but it is possible for foreigners to register as a household member. If your home country has a similar service, register and keep local safety conditions updated.

How to make travel safer ~Try Self - Defense~



With taking care of yourself over everything else in mind, it is important for each traveler to have sufficient "knowledge and strong awareness and ensure self-control to make your travel safer. Our university regularly holds overseas crisis management seminars for students, faculty members, and university employees, in addition to awareness building of crisis management before overseas travel with the various measures described above. Students should make effective use of such opportunities.

- Know information and common practices of your travel destination fully and take care to avoid hazardous locations and situations.
- You are in danger of falling victim to crime including luggage lifting, bag-snatching, pickpocket, stealing, and sneak thievery. It is necessary to share sufficient local information including such dangers with family members.
- Keep close watch on your actions and behaviors by observing rules and manners and reminding yourself constantly that you are a student of our university.
- Examples of emergency contact persons include the person in charge in the local host institution, person in charge in the University of Tsukuba, support desk of the crisis management service, Overseas travel insurance, etc., family member in Japan, contact information of the diplomatic establishments abroad. Regularly contacting family members and the university in Japan during your stay also leads to emergency measures so carry out regular contact.

Overseas Crisis Management Desk of the University of Tsukuba : gc-emergency@un.tsukuba.ac.jp

Emergency Contact Card

We urge that you fill it out with your personal information in English and carry it with you just in case. In addition to being distributed by each academic service office and the Student Commons, you can find the template of the emergency contact card in the website of our university so after downloading, cutting and filling out necessary information, carry it with you on site.

• **Emergency Contact Card (EXCEL)**

<http://www.tsukuba.ac.jp/students/go-abroad/pdf/h29/EmergencyContactCard.xlsx>

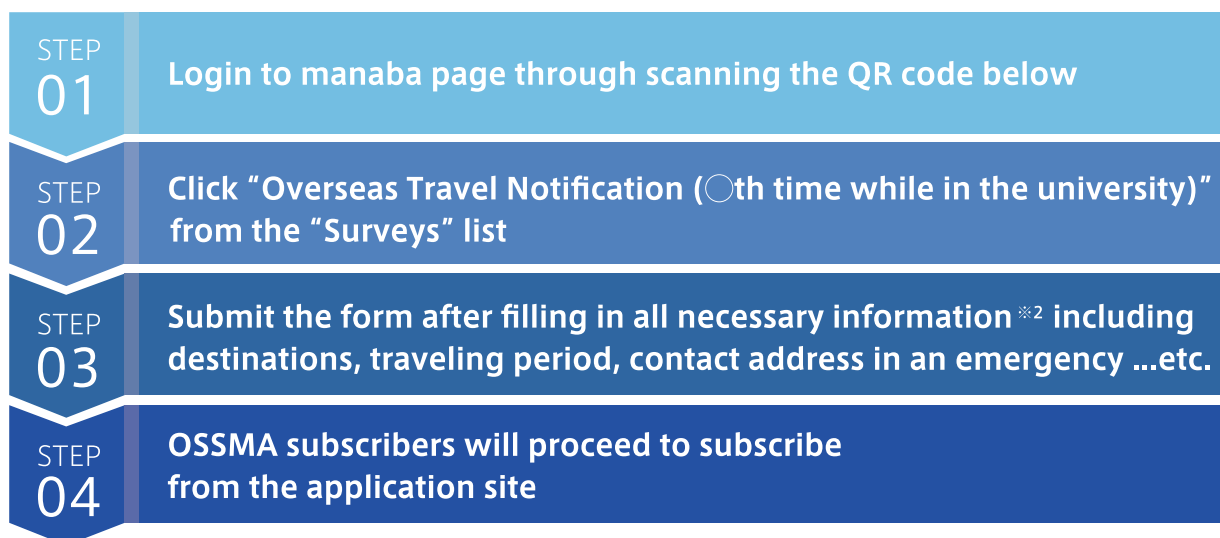


It's necessary to submit the “Overseas Travel Notification”



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 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 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.

<http://www.global.tsukuba.ac.jp/gc/grm/ossma>

※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.

Overseas Travel Notification

Register before departure be it overseas study travel.

Overseas Travel Notification Univ.Tsukuba Search

Quick registration
by PC and smartphone.

Online registration
by **manaba**.

https://manaba.tsukuba.ac.jp/s/course_492362_survey

Inquiry

