

Overseas Travel Risk Management Manual (Student Edition)

This manual including forms can be downloaded from “Momiji Top” as follows

“Momiji Top” – “Academic Support” – “Study Abroad Information” –

“Overseas Travel Risk Management Manual (Student Edition)”

<https://momiji.hiroshima-u.ac.jp/momiji-top/learning/risk-kanri.html>



There are various goals for travel overseas, such as study abroad, language training and internships, but you must keep in mind that things are “different than Japan”, and that you “should keep away from danger” and “take care for yourself”.

Students going abroad under university organized programs are expected to take the **Overseas Travel Risk Management Seminar** and participate in the **orientation meetings of your respective program**. Make sure to go through the **Handbook for Overseas Travelers** 「海外安全 虎の巻」 issued by the Ministry of Foreign Affairs of Japan, as well as other linked materials related to risk management before your departure. If you are a Japanese citizen, register your travel plans to 外務省渡航登録サービス (たびレジ, 在留届電子届出システムORRnet) . Be careful not to forget to keep your "Emergency Contact Card" and "Total Support Service Card" with you at all times until you return to Japan.

【Incidents · Accidents · Theft and other Emergencies】

Please contact the following places:

- ① **The “Total Support Desk” of the traveler’s insurance company (Hiroshima University will be informed)**
 - ② **The contact person at the host institution (as necessary)**
 - ③ **Diplomatic missions abroad (Japanese Embassy or Consulate General etc.) (as necessary)**
- ※ **If possible, the department in charge at Hiroshima University**

The following chart summarizes the evaluation criteria used for assessing students' overseas travel intentions in Hiroshima University. The standards reference the Overseas Risk Information levels, provided on the Ministry of Foreign Affairs' website (<https://www.anzen.mofa.go.jp/index.html>).

“Overseas Risk Information”	University Standards
Level 1 “Exercise caution”	Dispatch may be carried out. Persons who are already dispatched are allowed to continue, but are cautioned.
Level 2 “Avoid Non-essential travel”	In principle, dispatch is either postponed or canceled. Persons who are already dispatched must return to Japan.
Level 3 “Avoid all travel”	Dispatch is not permitted to the country. Persons who are already dispatched must immediately return to Japan.
Level 4 “Evacuate and Avoid all travel.”	

I Before leaving Japan

When you decide to study abroad or to take part in a program, please complete the following procedures.

1. On Collecting Information Before Departure

Check the newest information on the living situation, sanitation, and security (including attitude toward Japan) of the destination(country/region).

< Sites with Information on Foreign Destinations >

•Ministry of Foreign Affairs/ Overseas Safety HP <https://www.anzen.mofa.go.jp/>

2. On health management

(1) Get a health check-up before you leave Japan, fix cavities etc.

(Health counseling can be received at the Health Service Center. Note that treatment of cavities is not covered under traveler's insurance) .

(2) Check the Infectious Disease Information of your destination (country/region) and get vaccinated as needed before departing Japan.

(3) If you have pre-existing conditions, fill out the "Personal Medical Record " (Form③) in English or the language of your destination before departing Japan.

< Sites with Information on Health Management and Infectious Diseases >

•Hiroshima University Health Service Center <https://health.hiroshima-u.ac.jp/>

• Quarantine Information Office, Ministry of Health, Labour, and Welfare Japan,
FORTH Infectious Disease Information for travelers abroad <https://www.forth.go.jp/>

• WHO international travel and health <http://www.who.int/ith/en/index.html>

• CDC Travelers' Health <https://wwwnc.cdc.gov/travel/destinations/list>

3. On travel insurance

Make sure that you purchase travel insurance.

(Some credit cards also offer travel insurance service. However, often insurance coverage is very limited and there the insured student may face difficulties in processing insurance claims later. Please choose an insurance that covers "Death and Residual Disability", "Costs of Treatment and Rescue" as well as "Liability Indemnity".)

In principle, students who go abroad under a Hiroshima University program etc. are requested to take the Tokio Marine & Nichido Fire Insurance Co., Ltd. "Overseas travelers' personal accident insurance" including the "Total Support Service", which is part of a comprehensive contract made by Hiroshima University.

The "Total Support Service" means that a specified assistance company can respond to the policyholder 365 days a year and 24 hours a day and offers consultation on physical condition, injury, theft, accidents etc., and as the contents of the consultation are reported to Hiroshima University, there can be a rapid response in accordance with the situation.

For inquiries on the insurance or applying for enrollment, please ask following offices:

Higashi Hiroshima Campus: Global Initiatives Group (Student Plaza 3F)

Kasumi Campus: International Office (Basic and Sociomedical Research Building 1F)

4. On registering travel plans with MoFA Travel Registration Services (Japanese Citizens Only)
(The web site of the Ministry of Foreign Affairs. <https://www.ezairyu.mofa.go.jp/>)
 - (1) If you are staying for less than 3 months, you should register with the “Tabi- Regi (Travel Register)” system prior to your departure.
 - (2) If you are staying for more than 3 months, you should register with the ORRnet (Overseas Residential Registration) after arriving at your destination.
5. On procedures performed at the university
 - (1) Submit an "Application for Overseas Travel" (<https://forms.office.com/r/6DViHFVy5b>)
 - (2) Submit “Request to Study Abroad” (Form ①) and “Contact and Flight Information Report” (Form ②) to the Student Support office of your school or graduate school.
 - (3) If you wish to have the credits earned at your host university recognized as credits for Hiroshima University, please confirm the requirements and necessary documents.
6. Other preparations
 - (1) To be prepared in the event of the loss, theft or any other urgent situation, make a copy of your passport, visa, student identification card, credit card, flight ticket, insurance policy etc. and keep the copies with you separately.
 - (2) Make an “Emergency Card” (Form ④) and always carry it with you when you are abroad.
 - (3) Carry medications that you regularly use with you.
 - (4) Make a “To Do List”(Memorandum) (Form ⑤) for the place and period of study etc.

II During study and training period

1. Things to be confirmed/contacts to be done after arrival at your destination
 - (1) The security situation at your destination may change quickly. Check it regularly.
 - (2) After arriving at your destination, inform the department in charge at Hiroshima University (about your well-being etc.).
2. Always make sure that people know where you are
 - (1) If you plan to stay 3 months or longer, contact a diplomatic mission and submit your residence papers.
(Overseas Residential Registration of the Ministry of Foreign Affairs of Japan
<https://www.ezairyu.mofa.go.jp/>)
 - (2) If you leave your destination for a long holiday etc., inform the contact person at the host institution etc. about where you will stay.
3. Safety Management at your destination
 - (1) Make sure that you are able to reach the contacts on your list of emergency contact persons while at your destination.
 - (2) Regularly check danger information for your destination on the homepage of diplomatic missions abroad/Ministry of Foreign Affairs.
 - (3) While abroad, in cases of deterioration of public security, environmental deterioration, natural disaster like earthquakes and floods, massive demonstrations or changes in the local situation, please inform the department in charge at Hiroshima University and ask for instructions or advice.
4. Maintaining mental health

- (1) Find people that you can trust at your destination (friends, staff of your host university etc.)
- (2) Use counseling or peer support systems etc. offered by your host university.
- (3) If you get stuck, don't suffer alone. Don't retreat in your room alone. Don't worry too much and don't suffer. Don't hesitate to contact your family, friends and university staff in Japan.
- (4) Use the trouble consultation service at the travel insurance "Total Support Desk".

III After returning to Japan

1. Contacting the university and other procedures

- (1) Inform the department in charge at Hiroshima University of your safe return to Japan.
- (2) If you want to have your credits recognized, apply at the Student Support office of your school or graduate school.
- (3) Inform the person in charge at your host university of your safe return to Japan.

2. Regarding compensation by your traveler's insurance

If you want to receive compensation from your traveler's insurance due to theft etc. perform the necessary claim procedures.

3. Health management after returning to Japan

If you have a fever and feel sick within several days after coming back to Japan, please call the "Helpline for Health Management Abroad" of the Total Support Desk of your traveler's insurance before you go to the doctor, as you may have acquired a communicable infection. Depending on the situation, you may be able to claim compensation.

<List of Forms>

- ① Request to Study Abroad
- ② Contact and Flight Information Report
- ③ Personal Medical Record
- ④ Emergency Card
- ⑤ To Do List

<Tokio Marine & Nichido Fire Insurance Co., Ltd. Traveler's Insurance>

Document 1 Outlines of the Insurances

Document 2 Contents of Total Support Service

<Other documents related to overseas travel risk management>

- "Kaigai Anzen Tora no Maki (handbook for overseas travelers)" issued by MOFA
https://www.anzen.mofa.go.jp/pamph/pamph_01.html
- "Measures for Terrorism and Kidnapping for overseas travelers" issued by MOFA
https://www.anzen.mofa.go.jp/pamph/pamph_10.html
- "What Embassy and Consulate General can support for Overseas Travelers" issued by MOFA
https://www.anzen.mofa.go.jp/pamph/pamph_02.html
- "Safety Guidance by Nation / Region issued by Japanese Embassy or Consulate
https://www.anzen.mofa.go.jp/c_info/safety_guidance.html
- Other useful information for study abroad issued by MOFA
<https://www.anzen.mofa.go.jp/pamph/pamph.html>
- Question and Answer of Infection, issued by Ministry of Health, Labour and Welfare
<https://www.mhlw.go.jp/bunya/kenkou/kekaku-kansenshou16/01.html>
- [Nagoya Protocol - Guide to ABS \(Access and Benefit Sharing\) Procedures \(日本語版・English\) \(pdf\)](#)