

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”.

Furthermore, **make sure that while you take part in the “Overseas Travel Risk Management Seminar” (held in June and December), which is organized by the International Office, and the orientation meetings for your respective program,** also thoroughly read this manual, the “Kaigai Anzen Tora no Maki (handbook for overseas travelers)” issued by the Ministry of Foreign Affairs of Japan and other documents related to risk management **before your departure**. Also, if you are Japanese citizens, please do not fail to register your travel plans with MoFA Travel Registration Services (“Tabi-Regi” or ORRnet). Take care that you remember to keep your “Emergency Contact Card” and “Total Support Service Card” with you 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 is the judgment criteria of Hiroshima University, referring to the Overseas Risk Information provided by Ministry of Foreign Affairs’ website (<https://www.anzen.mofa.go.jp/index.html>).

“Overseas Risk Information”	University Standards
Level 1 “Exercise caution”	Dispatch is carried out, persons who are already dispatched are allowed to continue, but are cautioned.
Level 2 “Avoid Non-essential travel”	In principle, dispatch is postponed or canceled. Persons who are already dispatched must return to Japan.
Level 3 “Avoid all travel”	Dispatch is canceled, and 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 perform 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) Check your health condition 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) Consult the Infectious Disease Information of your destination (country/region) and get vaccinated as needed before departing Japan.

- (3) If you have a preexisting condition, fill out a form for "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://home.hiroshima-u.ac.jp/health/>
- 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 enrolling in traveler's insurance

Make sure that you enroll in traveler's insurance.

(Some credit cards also offer traveler's insurance service; however, often insurance coverage is insufficient and there are complications in processing insurance claims. Please enroll in insurance that covers "Death and Residual Disability", "Costs of Treatment and Rescue" and "Liability Indemnity".)

In principle, students who go abroad on a Hiroshima University program are requested to enroll in 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: International Exchange 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 “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.
 - (2) 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. On 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 repeatedly.
 - (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>

留 学 願
Request to Study Abroad

Sample

広島大学長 殿
To the President of Hiroshima University学 部・研究科・専攻科
School・Graduate School・Advanced Course _____学科・課程・類・専攻
Department・Program・Cluster・Major _____

学生番号/Student Number _____

氏 名/Name _____

生年月日/Date of Birth _____

私こと、下記理由により 年 月 日から 年 月 日まで
留学したいので、御許可くださるようお願いいたします。I request permission to study abroad from (Y /M /D) to (Y /M /D) for the
following purpose.

記

留学先大学名(所在地)/Destination (Country)

留学目的/Purpose

提出年月日/
Date of Submission _____本人氏名/
Signature of Student _____父母等氏名/
Signature of Guardian _____

許可書送付先/Mailing address in Japan to receive the Letter of Permission

〒 _____ TEL _____

- (注/Note) 1. 「父母等氏名」は、父母又はこれに代わる者とする。外国人留学生は、日本国内に在住する者とする。
- The guardian must be in Japan, and should be a parent or someone closely related to the student in daily life.
2. 「氏名」欄及び「本人氏名」欄は、必ず学生本人が自署し、「父母等氏名」欄は、必ず父母等本人が自署すること。
- The document must be signed by both the student and the guardian.
3. 渡航前に必ず「緊急連絡先届」を所属学部・研究科の学生支援担当に提出すること。また、「もみじTop」に掲載している「海外渡航リスク管理マニュアル(学生編)」に基づき、安全な海外渡航のための必要手続き及び準備を行うこと。
- In addition to submitting this request, the student must also submit the "Emergency Contact Notification" to the student support section of their school or graduate school before leaving Japan. Based on the "Overseas Travel Risk Management Manual (Student Edition)" on "MOMIJI Top", students must also be required to perform procedures to ensure their safety during their study abroad.
4. 留学中に本学の授業科目を履修する場合は、事前に所属学部・研究科の支援室へ申し出ること。
- If you wish to take courses at HU while you are studying abroad, you must apply in advance to the support office of your school or graduate school.

指導教員(チューター)所見/Supervisor's comments

(署名/signature)

※記載された個人情報は、留学手続業務及び調査・統計を行う目的で利用するものであり、この目的以外で利用又は提供することはありません。

Personal information above will be used exclusively for the procedure for studying abroad and for statistical purposes.

緊急連絡先届 / Contact and Flight Information Report

本人・指導教員 / Student and Supervisor			
氏名 Name		生年月日 Date of Birth	
所属部局 Faculty/Department		学生番号 Student ID	
メールアドレス E-mail address		電話 Phone No.	
指導教員名 Supervisor @HU			
メールアドレス Supervisor's Email address		電話 Supervisor's Phone No.	
派遣先 / Host Institution Information			
派遣プログラム名 Name of Program			
留学・研修先 Host University		連絡先 E-mail/Phone No.	
学部・研究科等 Faculty/Institution			
受入担当者 Coordinator		連絡先 E-mail/Phone No.	
緊急連絡先 Emergency Contact	(連絡先名, TEL, E-mail等) (Contact Person, Phone No., E-mail)		
主要宿泊場所 / Accommodation Information			
宿舎, ホテル名 Accommodation			
連絡先 E-mail/Phone No.			
宿泊地住所 Accommodation Address			
渡航期間 Period of Stay	From: 年 月 日 ~ 年 月 日 (日間) (DD/MM/YY) To: (DD/MM/YY) (Days)		
ビザ・パスポート / Visa・Passport Information			
パスポート No. Passport No.		発行月日 Date of Issue	
ビザの種類 Visa Type		ビザ番号 Visa No.	
各種保険加入状況 / Insurance Status			
海外旅行災害傷害保険 (賠償責任保険付) / Travel Insurance with Indemnity Liability			
会社名 Insurance Company		保険証番号 Insurance Policy No.	
航空機利用状況等 / Flight Information			
往路 / Depart from Japan to Abroad:		復路 / Return from Abroad to Japan:	
出発日時 Time/Date of Departure		現地出発予定日時 Time/Date of Return	
便名 Flight No.		便名 Flight No.	
出発空港名 Departure Airport		現地出発空港名 Departure Airport	
乗継 (あれば) Connecting Flight (if any)		乗継 (あれば) Connecting Flight (if any)	
到着日時 Time/Date of Arrival		日本到着日時 Time/Date to Japan	
到着空港名 Arrival Airport		到着空港名 Arrival Airport	
国内緊急連絡先 (保護者等 2名指定) / Emergency Contact Person in Japan (parents etc, 2 persons required)			
連絡先 1		連絡先 2	
氏名 Name		氏名 Name	
続柄 Relationship		続柄 Relationship	
住所 Address		住所 Address	
電話番号 Phone No.		電話番号 Phone No.	
メールアドレス E-mail address		メールアドレス E-mail address	

Personal Medical Record 健康状態に関する自己申告書

Date 記入日 _____ / _____ / _____
(day / month / year)

Name 氏名:(given 名) _____ (family 姓) _____.

Student ID 学生番号: _____ Sex: Male 男 Female 女

Date of birth 誕生日 (day/month/year) _____ / _____ / _____

Concerning to your current health condition, please indicate appropriate boxes with "V," and fill in the necessary information in the given space. あなたの現在の健康状態に関して当てはまるものに"V"をつけ、必要事項を記入してください。

Immunization Record 予防接種歴 (If yes, indicate the date last vaccinated. 「はい」の時は一番最近の接種日を記入してください。)

- | | | |
|------------------------------|--|---------------------------------|
| • Hepatitis A/A型肝炎 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Hepatitis B/B型肝炎 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Tetanus/破傷風 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Rabies/狂犬病 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Yellow Fever/黄熱病 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Japanese encephalitis/日本脳炎 | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |
| • Polio/ポリオ | <input type="checkbox"/> Yes はい (Date: _____) | <input type="checkbox"/> No いいえ |

Present health condition 現在の健康状態

- I am in good health, and I do not take any prescribed medicine at present.
健康で、処方されて飲んでいる薬はありません。
- I have (disease name) _____, but I **do not** take any prescribed medicine at present.
(病名)にかかっていますが、現在処方されて飲んでいる薬はありません。
- I have (disease name) _____, and I **do** take prescribed medicine at present.
(病名)にかかっており、処方された薬を飲んでいます。
- Drug name(薬名): _____, dose(投薬量) _____/day
- Drug name(薬名): _____, dose(投薬量) _____/day

Past major illness and injury 主な傷病歴

Name (傷病名): _____ at the age of (疾病年齢) _____.

Name (傷病名): _____ at the age of (疾病年齢) _____.

Allergy アレルギー

- I have a food allergy 食物アレルギーがあります。(Details 具体的に: _____)
- I have a drug allergy 薬のアレルギーがあります。(Details 具体的に: _____)
- I have an allergic disease アレルギー性疾患があります。
(asthma 喘息, atopic dermatitis アトピー性皮膚炎, other その他(_____))

Blood type and transfusion policy 血液型と輸血時の意思確認



My blood type 血液型: _____, Rh(_____)

- I agree to get blood transfusion if a qualified medical doctor judges it necessary. 医師が必要と判断した場合は輸血を受けることを合意します。
- I shall refuse blood transfusion for any reason. いかなる理由があろうと輸血は拒否します。

※持病等がある場合は作成(英語版及び現地語版)の上、渡航中は常に携帯すること。

【緊急連絡カード/Emergency Card】

※各自渡航前に作成(日英)の上, 渡航中は常に携帯すること。

<p>◆◆ 緊急連絡カード◆◆  広島大学</p> <p>事故や災害に遭ったとき, 次の連絡先へ連絡してください。</p> <p>*氏名</p> <p>*受入機関責任者</p> <p>*プログラム実施責任部署又は 所属学部/研究科学生支援担当</p> <p>*海外旅行保険サポート窓口</p> <p>*最寄りの大使館・領事館</p> <p>*保護者</p>	<p>◆◆ Emergency Card◆◆  HIROSHIMA UNIVERSITY</p> <p>Please make contact with the following persons if I cannot do so.</p> <p>Name</p> <p>Host Institution</p> <p>Contact persons</p> <p>at Home Institution</p> <p>Insurance</p> <p>Japanese consulate</p> <p>Guardian</p>
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- ・留学・研修参加が決まったら、準備すること、持参する物のリストを作成しましょう。
- ・渡航先、期間、活動内容に応じて、準備する物は異なりますので、早めに準備を始めましょう。
- ・以下のリストは特にリスク管理を中心とした準備項目・物品リストの一例です。
自分の留学・研修にあった準備リストを作成し、万全な準備を行い渡航しましょう。

留学・研修までのTo Doリスト(例)

渡航までにすべきこと		チェック
1.	パスポート申請(有効期間の確認)	
2.	(必要な場合)ビザ申請	
3.	航空券手配	
4.	渡航先の情報収集	
5.	健康診断・虫歯治療	
6.	(必要な場合)予防接種	
7.	海外旅行保険加入	
8.	所属部局で「留学」や「海外渡航届」等の手続き	
9.	緊急連絡先情報確認とメモの準備	
10.	換金・クレジットカード等準備	
11.	(持参する場合)携帯電話の利用・設定方法の確認	
12.	英文メディカルレポート(特に持病等あれば)	
13.	外務省渡航登録サービス「たびレジ」への登録(3か月未満の渡航の場合) ※3か月以上の渡航の場合は、渡航後に「在留届」へ登録	

持参物リスト		チェック
<必需品>		
1.	パスポートとそのコピー(IDページ)	
2.	緊急連絡先メモ・カード(日本へは+81-(0)・・・)	
3.	保険会社の連絡先(保険証書等)	
4.	現金・クレジットカード	
5.	普段使用する薬	
5.	粉末スポーツドリンク	
6.	(場所によって)冷房対策上着	
7.	(場所によって)日焼け止め用品(クリーム・帽子等)	
8.	(場所によって)乾燥対策用品(リップクリーム等)	
9.	(場所によって)防虫対策用品(防虫剤)	

その他		チェック
1.	セミオフィシャルな衣類(会食・発表会用)	
2.	お世話になる方へのお土産	