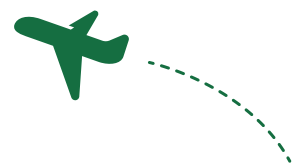


# 7 Things

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 (<https://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)  
<https://www.tsukuba.ac.jp/campuslife/go-abroad-stay/safety/pdf/otn-sisin-en.pdf>

MOFA Travel Information (Danger Information)	Travel Measures
<b>Level 1</b> 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.
<b>Level 2</b> Avoid non – essential travel	Avoid all dispatch and travel (including stay) 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 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.
<b>Level 3 (Travel warning)</b> Avoid all travel	Avoid all dispatch and travel (including stay) 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.).
<b>Level 4 (Evacuation warning)</b> Evacuate and avoid all travel	Immediately avoid all dispatch and travel (including stay) of students, faculty members, and university employees regardless of purpose.

## 03 Online registration with the “Overseas Travel System (TRIP)”



- It's necessary for students of our university to register itinerary etc. when traveling overseas for conference participation, private trip, etc., as well as for study abroad. Note: See the back cover for details.
- Please remember to contact your academic adviser (supervisor) 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) <http://www.mofa.go.jp/mofaj/toko/medi/>
- FORTH (Ministry of Health, Labour, and Welfare Japan) <http://www.forth.go.jp/index.html>
- National Institute of Infectious Diseases (NIID) <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.

## 07 Registration for MOFA's travel registration service (Tabireg or ORRnet)



Remember to register for the service below to get local safety-related information and e-mail notices in the event of emergencies from MOFA and diplomatic establishments abroad.

- "Tabireg" for travels less than 3 months  
Registration available through the "Overseas Travel System (TRIP)"
- "Overseas Residential Registration (ORRnet)" for travels more than 3 months  
<https://www.ezairyu.mofa.go.jp/RRnet/>

### NOTE

Tabireg is available only in Japanese language. If a foreigner traveling abroad wishes for local information from the Japanese embassy, it will be sent by registering with the simplified version of the Tabireg.

ORR is required only for Japanese nationals but it is possible for foreigners to register as a Japanese national's household member. If your home country has a similar service, register for it and keep the information of your 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.

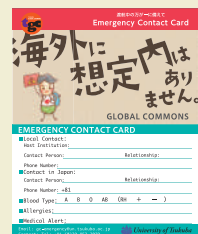
Overseas Crisis Management Desk of the University of Tsukuba : [gc-emergency#un.tsukuba.ac.jp](mailto:gc-emergency#un.tsukuba.ac.jp)

(Replace "#" as "@" in the above e-mail address before sending an e-mail.)

### 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)  
<https://www.tsukuba.ac.jp/en/about/risk-safety/>





Please register with the

# “Overseas Travel System (TRIP)”

Register with the “Overseas Travel System (TRIP)” when traveling overseas. 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, students are required to enter into TRIP even when you go on a private trip.

In addition, we have introduced OSSMA<sup>※1</sup> (Overseas Students Safety Management Assistance) to make further support available in time of troubles during your trip. Please start with registering with the “Overseas Travel System (TRIP)” then proceed to the application procedures of OSSMA.

01

Login to “Overseas Travel System (TRIP)”<sup>※2</sup> by scanning the QR code below (with your PC device or smartphone)

02

Register required information<sup>※3</sup> including travel destination, travel period, and emergency contact information

03

Access to the OSSMA application website from the following link (<https://www.tsukuba.ac.jp/en/about/risk-safety/>)

※1 OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its pre-registration service is available in Japanese and English 365 days a year, 24 hours a day.

※2 The United AuthenticationID (the 13-digit number printed on the back of your student ID card, under the barcode) and the password are required to login to TRIP. In case you forget your password, a new password can be reissued for you. Please come in person to the office of Academic Computing & Communications Center, or the closest library.

※3 Upon registering the information into TRIP, prepare items like your passport and any other documents including your flight information (**e.g. flight ticket (e-ticket), reservation slip, and itinerary**) which will help you to confirm the required information.

<For PC/Smartphone>



<https://trip.sec.tsukuba.ac.jp/>

For the Overseas Travel System (TRIP), you can revise itinerary, etc. after the registration.  
When travel details have been changed, carry out a revision of the registered information each time.

## ▼Inquiry:

Global Commons, Bureau of Global Initiatives / E-mail: [gc-emergency#un.tsukuba.ac.jp](mailto:gc-emergency#un.tsukuba.ac.jp)  
(Replace "#" as "@" in the above e-mail address before sending an e-mail.)