

The Procedure for Your Explorer Program Trip

Shien Center (COSER: The Center for On-Site Education and Research)

Email: shien@asafas.kyoto-u.ac.jp, Phone: ext.9636

Please read this guideline and follow the necessary procedures. You need to submit the application forms to Shien Center (COSER), “Kyomu Gakari”, “Senko Jimushitsu” and your supervisor. The application forms can be downloaded from the following website (<http://www.iasu.kyoto-u.ac.jp/dispatchedstudents/> [application forms for Shien Center] and <http://www.asafas.kyoto-u.ac.jp/edu/Overseas/> [application forms for others]).

1. Trip schedule

You need to fix your field research schedule. You cannot change it after submitting your “Ryoko Ukagai” (Travel application form) to the university office.

2. Supporting expenses

1. Airfare: actual expenses
2. Living expenses: 60,000 Yen per month (if you stay in high-property-prices areas, higher rates may be adopted)

3. Procedure before trip

(1) Air ticket booking

Please select proper agent to issue you hard copies of the following documents:

1. Flight fare quotation (Mitsumorisho)
2. Flight itinerary (Nitteihyo)
3. Fare invoice (Seikyusho)
4. Payment receipt (Ryoshusho)

Please submit the original hard copies of Flight fare quotation (Mitsumorisho), Flight itinerary (Nitteihyo), Fare invoice (Seikyusho), Payment receipt (Ryoshusho) to Shien Center office (Research Bldg.No.2 Annex) as soon as you get them.

(2) Writing “Ryoko Ukagai” (travel application form)

Please arrange the appointment with Shien Center (Research Bldg.No.2 Annex) and visit us with copies of your flight fare quotation (Mitsumorisho) and flight itinerary (Nitteihyo) before 6 weeks of your trip. We will assist you to fill in **“Ryoko Ukagai”**.

(3) Overseas travel insurance

You must take out overseas travel insurance before 1 month of your trip.

○**Please select one of three agents** : Tokyo Marine Nichido Insurance, AIU Insurance, ACE Insurance (you must buy travel insurance with guaranteeing for unrestraint medical and rescue treatment in emergency situations.) . These are strict conditions for your trip on Explorer Program.

If you travel only to your home country, you can select another insurance plan.

(4) Visa

Please obtain visa by yourself.

(5) Submitting documents to “Kyomu Gakari”, “Senko Jimushitsu” and your supervisor

You need to submit the application forms to “Kyomu Gakari”, “Senko Jimushitsu” and your supervisor. The application forms can be downloaded from the following website (<http://www.asafas.kyoto-u.ac.jp/edu/Overseas/>).

4. Changes in your schedule

Please contact both “Shien Center” and your Supervisor, if you need to change your schedule due to inevitable reasons.

5. Procedure after your trip

(1) Submitting your boarding-ticket stubs and sign on Ryoko Ukagai

Boarding ticket stubs of all flights are required to be submitted after your trip. Please keep them carefully. As soon as you come back to Japan, you need to visit “Soumu Gakari” in ASAFAS office with your boarding-ticket stubs and sign on your “Ryoko Ukagai.” Please note that without the stubs and your signature, University can’t start the procedure of any travel payment to you. The “Soumu Gakari” office is on 1st floor of Inamori bldg. Before that please scan all stubs and send the PDF copies to Shien Center via email.

(2) HP- report

You need to write HP-report and send it to Shien Center via email in 45 days after your trip. You need to include some photos in your HP report. Please ask your supervisor to check your HP-report before submitting.

(3) Fieldwork report (臨地研究報告書: Rinchi kenkyu houkokusho)

You need to submit Fieldwork report to “Kyomu Gakari”. The form can be downloaded from the following website (<http://www.asafas.kyoto-u.ac.jp/edu/Overseas/>). The ASAFAS students can get the credits of On-site Seminar through Explore program by checking the appropriate box in Fieldwork report.

6. Others

(1) Emergency

Please contact Shien Center and your Supervisor, if an emergency happens in your research country.

Tel: 075-753-9636 (from overseas) +81-75-753-9636

FAX : 075-753-9655

Tel : (Kyomu Gakari) 075-753-7374 (from overseas : +81-75-753-7374)

Tel : (Senko Jimushitsu) 075-753-7800 (Divison of African area studies)、7801 (Divison of Southeast Asian area studies)、9623 (Divison of Global area studies)

FAX : (Kyomu Gakari) 075-753-7350

Email : (in an emergency) sos@asafas.kyoto-u.ac.jp

List of documents

Documents	Submit to	Before trip	After trip
To Shien Center (before you trip)			
Ryoko Ukagai (word file)	Shien Center	<input type="checkbox"/>	
Original document of flight fare quotation (Mitsumorisho), flight itinerary (Nitteihiyo), Fare Invoice (Seikyusho), payment receipt (Ryoshusho) (Paper mediums)	Shien Center	<input type="checkbox"/>	
Request for bank transfer form (if you have not yet)	Shien Center	<input type="checkbox"/>	
To Kyomu Gakari, Senko Jimushitsu, and your supervisor (before your trip)			
Notification of oversea trip (海外渡航届;Kaigai tokou todoke)	Kyomu Gakari, Senko Jimushitsu Your supervisor (before 3 weeks)	<input type="checkbox"/>	
On-site research plan(臨地研究計画書; Rinchi kenkyu keikakusho)		<input type="checkbox"/>	
Travel schedule (旅程表; Ryotei-hyo)		<input type="checkbox"/>	
Flight Schedule		<input type="checkbox"/>	
Covenant (誓約書; Seiyakusho)		<input type="checkbox"/>	
Copy of your passport		<input type="checkbox"/>	
Copy of your overseas travel insurance policy		<input type="checkbox"/>	
Copy of health insurance policy		<input type="checkbox"/>	
After your trip			
Boarding ticket stubs (PDF copies of boarding ticket stubs)	Soumu Gakari (Shien Center) (as soon as you come back)		<input type="checkbox"/>
Fieldwork report (臨地研究報告書; Rinchi kenkyu houkokusho)	Kyomu Gakari		<input type="checkbox"/>
HP report with photos	Shien Center		<input type="checkbox"/>

【Contact】

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FAX : 075-753-9655

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