

Supervisor's Stamp	
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(Form No.16)

## Notification of Travel Abroad

Date: year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_

地球環境学舎長 殿 To: The Dean,

Graduate School of Global Environmental Studies      Master's Program  
 Doctoral

Supervisor's name \_\_\_\_\_

Enrolled Year \_\_\_\_\_ Grade \_\_\_\_\_

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N a m e \_\_\_\_\_ Signature \_\_\_\_\_

E - M a i l \_\_\_\_\_

Mobile phone \_\_\_\_\_

※Tick the box to indicate how you can be reached during your trip.

Mobile phone     E-Mail

I hereby give notification that I am planning to travel abroad as follows.

- (1) Purpose:    1. Leisure    2. Coming home    3. Language study    4. Study    5. Internship(\*)  
 6. Japan overseas cooperation volunteers    7. Research    8. Fieldwork  
 9. Conference    10. Other (specify) \_\_\_\_\_

*\*Choose Internship only if you intend to have working experience.*

(2) Period: FROM year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ TO year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_

(3) Destination(s): (Write the names of countries and cities)

\* In case you visit more than one country and your purpose falls into any of 3 to 10 above, please attach Form No.9 for each destination.

(4) Hosting institution: \_\_\_\_\_

(5) Program name: \_\_\_\_\_  N/A

*\*Please attach any relevant documents describing the program contents.*

(6) Travel Budget :  My Own Expense

Public Funding (Fund Name : \_\_\_\_\_)

(7) Please choose one of the following: \_\_\_\_\_

1. I intend to earn academic credits at Kyoto University during this trip.
2. I intend to earn academic credits at the host institution during this trip.
3. I do not intend to earn academic credits during this trip.

(8) Emergency contact in Japan during period of travel:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone No. \_\_\_\_\_

(9) Contact details during period of travel: E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

(10) Travel insurance: Name of company \_\_\_\_\_ (Please attach a photocopy of travel insurance)

◆Are you currently receiving any scholarship, including a MEXT or JASSO scholarship ?     Yes /  No

If yes, write the name (s) of the scholarship(s). \_\_\_\_\_ (※奨学財団へ連絡確認)

【For Official Use】

Exchange Agreement	Leave of Absence	Accident & Emergency Insurance etc.