

Study Abroad and Overseas Travel Procedures Manual

(For Students) (ver. 1.5)

Student Exchange Group 2, International Student Exchange Division,
Student Services Department

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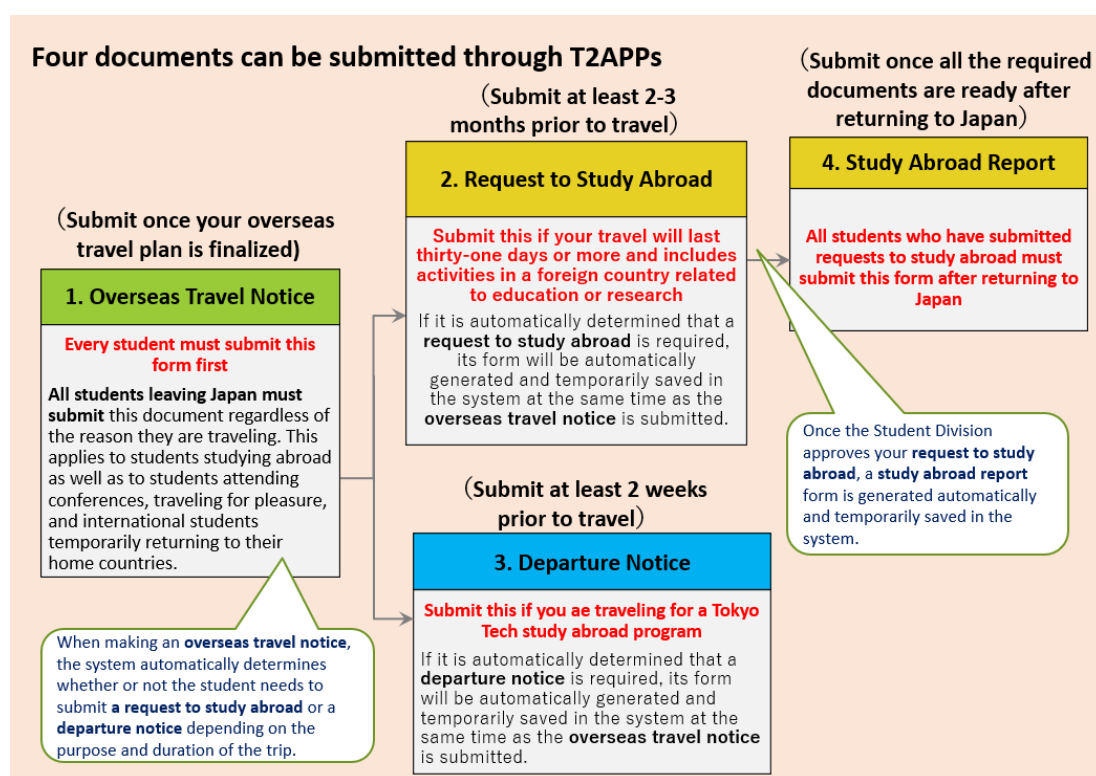
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◆ Introduction

Procedures for Studying Abroad and Other Overseas Travel

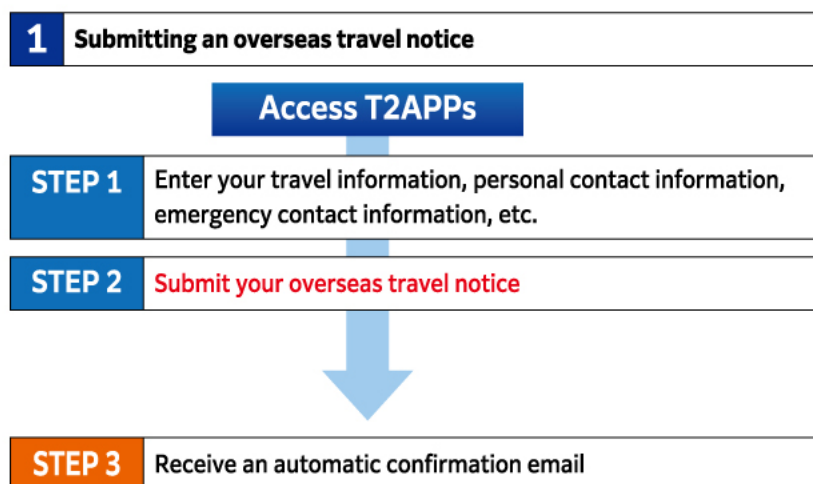
The Tokyo Institute of Technology (Tokyo Tech) requires all students who will be traveling abroad to complete overseas travel procedures before they go. These procedures are designed to ensure that Tokyo Tech can accurately monitor the status of students studying abroad as well as their whereabouts in case of an emergency. Please take care of these procedures via the Tokyo Tech electronic application system (T2APPs).

The system lets you submit the four types of documents required for the overseas travel procedures for studying abroad and other overseas travel: Overseas Travel Notice, Request to Study Abroad, Departure Notice, and Study Abroad Report. Which documents you need to submit depends on factors such as the length and purpose of your overseas travel. The following chart shows which documents you must submit and when, and the workflow for preparing documents in the system.



The process for preparing, submitting and getting approval of each document is provided from the next page through page 5. Please refer to the instructions for preparing each document on page 6 and beyond to complete the required overseas travel procedures online. If you need any support for the application, please consult the helpdesk (hakenryugaku@jim.titech.ac.jp).

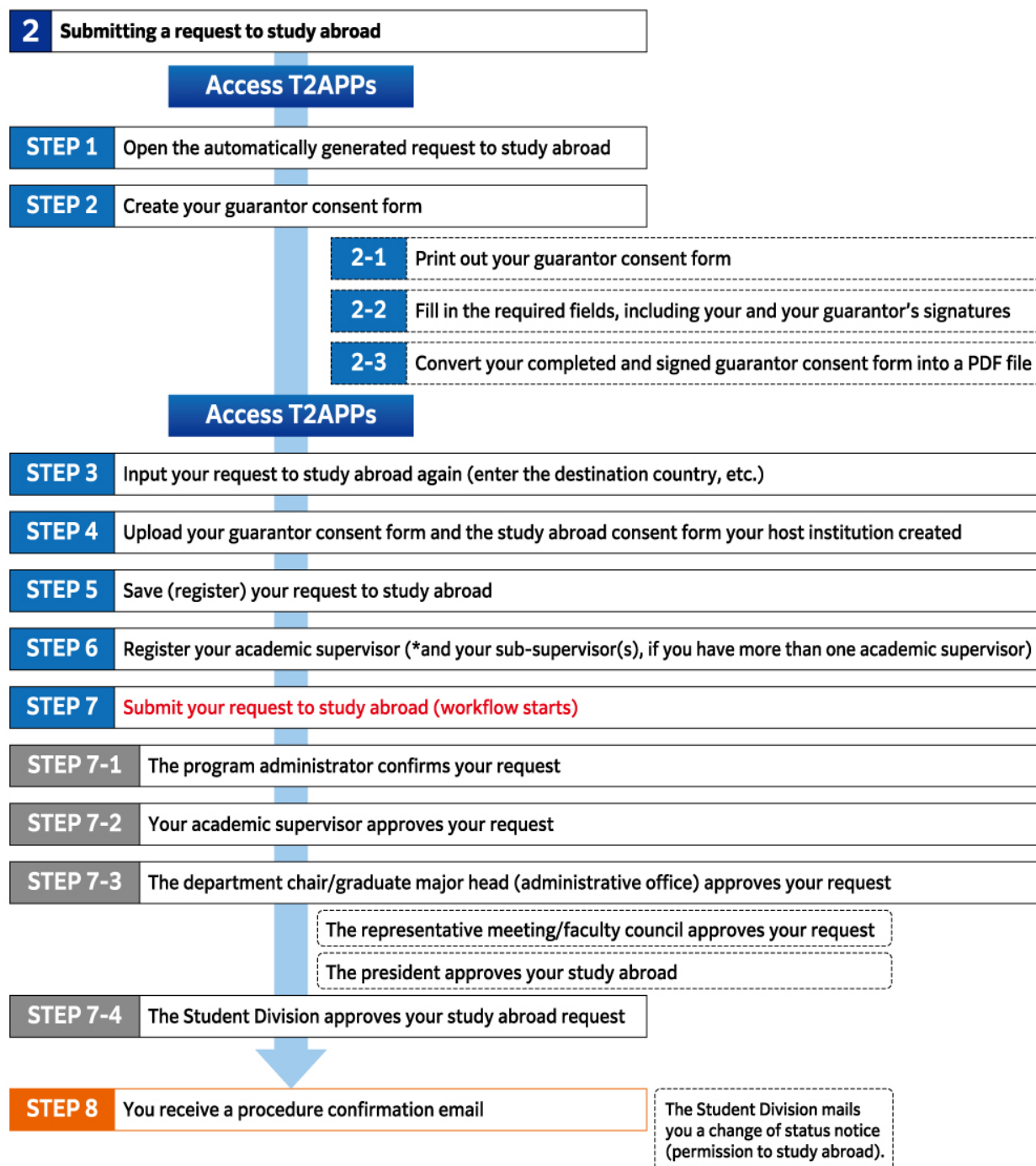
1. Overseas Travel Notice - Submission Procedure



★ Scope of sharing and use of the information in Overseas Travel Notice★

When you submit an Overseas Travel Notice, the information is sent to your academic supervisor, chair of first-year studies/department chair or graduate major head, the administrative office for your department/graduate major, and the Student Services Department's Student Support Division. The data will be stored in the Student Services Department's International Student Exchange Division folder. Information that you submit will be used for crisis management in the event of a student emergency as well as in an anonymized fashion for Tokyo Tech's various surveys and statistics. Your information will not be used for any other purposes.

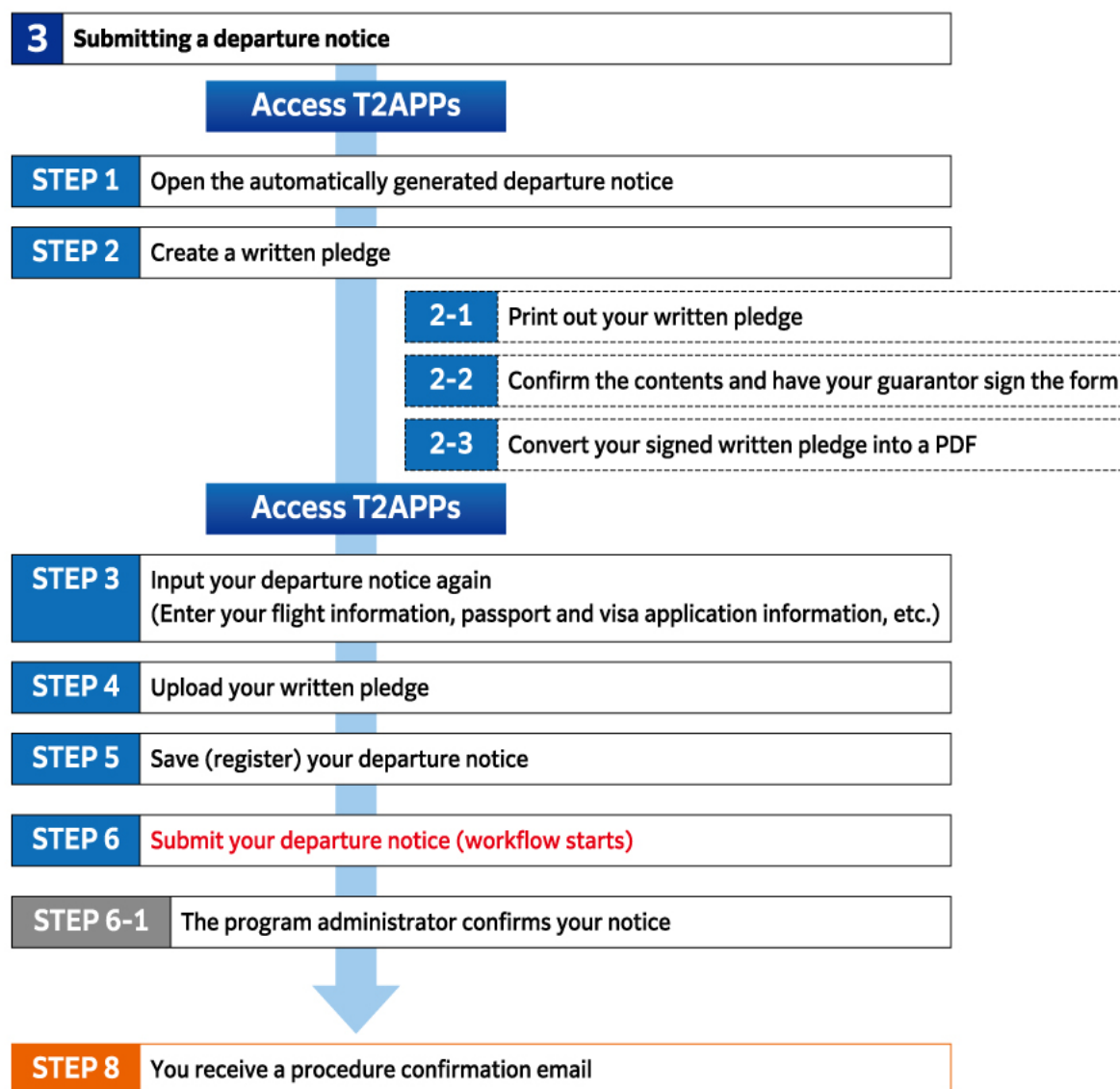
2. Request to Study Abroad - Submission Procedure



★Scope of sharing and use of the information in Requests to Study Abroad★

When you submit a Request to Study Abroad, the information is shared with your academic supervisor, your chair of first-year studies/department chair or graduate major head, the Student Services Department's Student Division (all of which are responsible for approving the request), the administrative office for your department/graduate major, and the study abroad program administrator (if participating in a Tokyo Tech program). The information you submit will be used to process your change of status ("enrolled" → "studying abroad"). It will not be used for any other purposes.

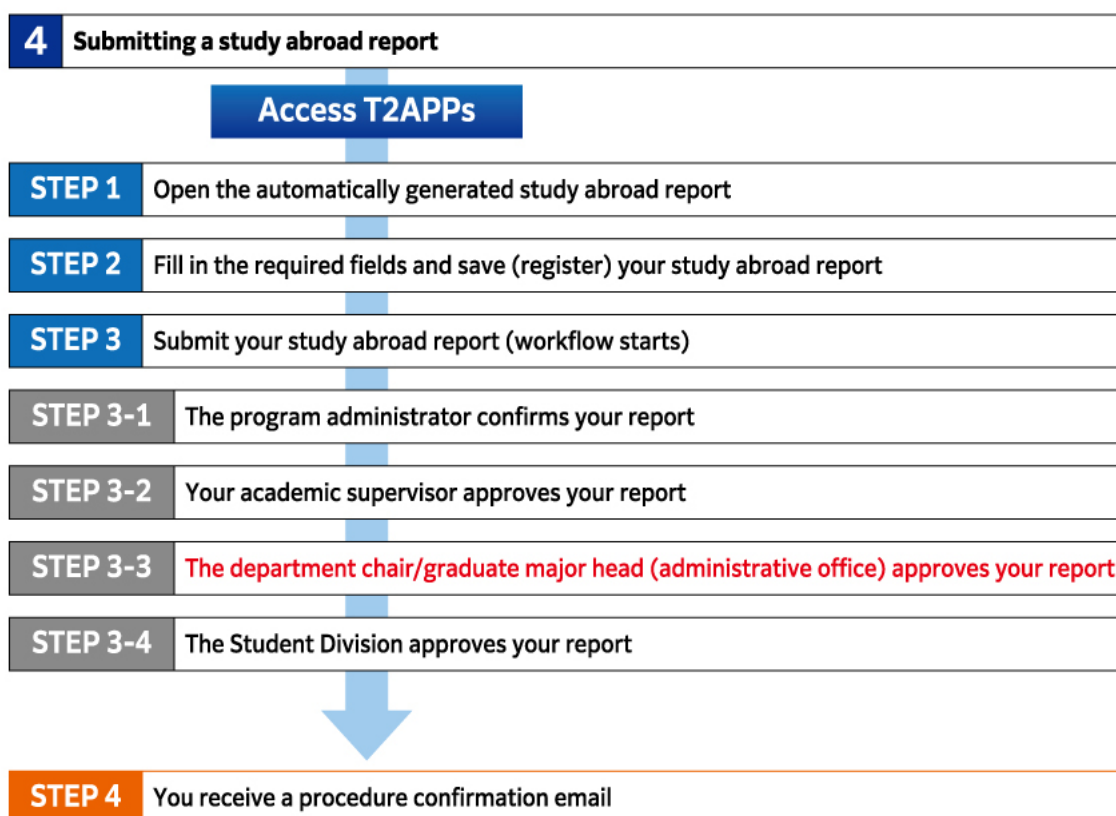
3. Departure Notice - Submission Procedure



★Scope of sharing and use of the information in Departure Notice★

When you submit a Departure Notice, only the study abroad program administrator (who is responsible for confirming the notice) will see the information, and only if you are participating in a Tokyo Tech program. The information will be used for crisis management in case of a student emergency. It will not be used for any other purposes.

4. Study Abroad Report - Submission Procedure



★Scope of sharing and use of the information in Study Abroad Report★

When you submit a Study Abroad Report, the information is shared with your academic supervisor, chair of first-year studies/department chair or graduate major head, the Student Services Department's Student Division (all of which are responsible for approving the request), the administrative office for your department/graduate major, and the study abroad program administrator (if participating in a Tokyo Tech program).

The information you submit will be used to track your activities and process your status change ("studying abroad" → "enrolled"). It will not be used for any other purposes.

◆ Before Overseas Travel

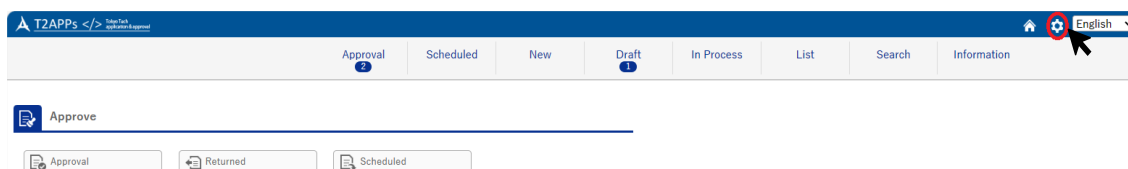
0. Language setup

In order to receive an English email automatically sent by T2APPs, set the language on individual setting screen.

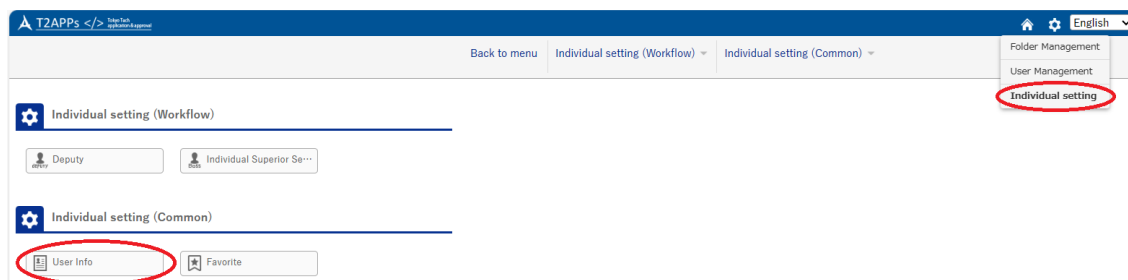
- ① Change the display language from “Japanese” to “English”.



- ② Click the setting symbol.



- ③ Select “Individual setting”, then select “User info”.



- ④ Change the Default lang type to “English”, then click “Update” to complete setting.

Setup User Info.

update user's information

Update

User ID	as004
Name	ryugaku second A
Kana	ナマエ フリガナ
Rome letter	ryugaku second A
* Mail address	xxx@jim.titech.ac.jp <input type="checkbox"/> Notify update content
* Default lang type	Japanese
Group	Student Exchange Division, Student Services Department
Working	Student Exchange Div. Group2 (業務グループセット) 留学生交流課交流推進第2 Gシステム管理者 (業務グループセット)
Position	
Duty	その他の一般職員 (身分)

I. Overseas Travel Notice

1. Prepare an Overseas Travel Notice

(1) Click “New” tab (or “New” button) on the main menu of the T2APPs home screen.

The screenshot shows the T2APPs home screen. At the top, there is a navigation bar with tabs: Approval (1), Scheduled, New (highlighted with a red box and an arrow), Draft (222), In Process (30), List, Search, and Information. Below this, there are three main sections: 'Approve', 'Apply', and 'Search'. In the 'Apply' section, the 'New' button is highlighted with a red box and an arrow. A callout box points to the user name 'Mr./Ms. Daigakuin KOUGAKU.' with the text 'Please be sure that this is your account.' A blue box on the right contains the text 'Main menu Select operation'.

Select “Overseas Travel Notice” from the folder tree on the left side (application system menu).

The screenshot shows the T2APPs interface with the 'New' tab selected. On the left, a folder tree is displayed under 'Contents'. The 'Overseas Travel Notice' folder is highlighted with a red box and an arrow. A callout box points to the user name 'Mr./Ms. ryugaku second A.' with the text 'Please select document type from the left.' A blue box on the right contains the text 'Folder tree Select document'.

The screen will switch to Overseas Travel Notice document input screen.

The screenshot shows the 'Overseas Travel Notice' document input screen. The left sidebar shows the folder tree with 'Overseas Travel Notice' selected. The main area displays the document title 'TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Overseas Travel Notice' and a green status 'Working (Overseas Travel Notice)'. Below this, there is a message: 'Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).' and two buttons: 'Save document' and 'Save temporarily'. At the bottom, there is a table with the following data:

Overseas Travel Notice			
* Document no.	2023- *Sequence*	Date of creation	2023/12/28
* Group affiliation	工学院 機械系 機械コース	* Created by	Daigakuin KOUGAKU

(2) Fill in all applicable fields. The information you reported to the Student Division are copied over in the fields. Fields marked with * are “required” item.







Note: B1, B4, and M2 students who plan to study abroad in the next academic year should confirm the data registered in the Web System for Students and Faculty (S&F) before proceeding with the overseas travel procedures. Entering a new academic year or a new program will cause changes in the approval flow of T2APPs and student ID numbers; please do not submit documents with the old grade and program.

A. Applicant Information			
Student ID	se001	Month/year of admission	2020/9
Program	博士後期課程	Affiliation	工学院 機械系 機械コース
* Year of study	1 - Year..		
Applicant address	152-0052 東京都目黒区大岡山 2 - 1 2 - 1		
Furigana	コウガク キカイコース	* Applicant telephone no.	080-12XX-XXXX
Name	Daigakuin KOUGAKU	Email address	@ .titech.ac.jp
* Nationality	日本		
Only international students need to respond.		Status of residence	(select one) ▼
		Scholarship status	(select one) ▼

• **A. Applicant Information**

If any data such as address or phone number is out of date, please fix it.

Note: If your address has changed due to moving, etc., please also be sure to change it through the Web System for Students and Faculty (S&F).

B. Travel Information			
Duration of activities should be the same as the period of acceptance indicated in the letter of acceptance issued by host/visiting university or institute. If the duration of activities differs from the period of acceptance, enter the reason in J.Other notes.			
* Travel period	2023/12/01 	2024/03/30 	* Expected departure-return date from/to Japan
Duration of activities	2023/12/04 	2024/03/29 	* Start-end date of your program/class/research, or other relevant date
* Destination country (1)	アメリカ合衆国 	United States of America	
Destination country (2)			

• **B. Travel Information**

Travel period: This includes travel days. Click on the calendar icon and select your expected dates of departure and return from the calendar that pops up.

Duration of activities: Enter the duration of activities at your destination. If your purpose of travel is “Business trip” or “Private trip”, you may leave the field blank. You cannot enter the duration outside “Travel period”.

Duration of activities should be the same as the period of acceptance indicated in the letter of acceptance issued by the host university. If the duration of activities differs from the period of acceptance for some reason, enter the reason in “J. Other notes”.

Destination country: Enter the name of your destination country from the reference list that pops up. You may enter up to two countries. If you will be visiting three countries or more, all additional countries should be entered in “J. Other notes”.

C. Requirement for "Request to Study Abroad"	
Please answer the following questions. The answers will be used to automatically determine whether you need to submit "Request to Study Abroad". Your answers to "Purpose of overseas travel" will determine whether you need to answer the questions that follow. Questions you do not need to answer will be locked out.	
* Purpose of overseas travel	Study abroad / Training
Duration of activities (Auto-filled)	<input checked="" type="radio"/> 31 days or more <input type="radio"/> 30 days or less * Automatically reflected based on the dates you entered in "B."
Will you take a leave of absence for this travel?	<input type="radio"/> Yes <input checked="" type="radio"/> No
About credits earned at overseas university Do you plan to receive as Tokyo Tech credits?	<input type="radio"/> Yes <input type="radio"/> No
What will your status be during the travel?	<input type="radio"/> Studying Abroad <input type="radio"/> Enrolled or Leave of Absence
* - - - Requirement for "Request to Study Abroad" (Auto-filled)	<input checked="" type="radio"/> Required <input type="radio"/> Not Required

• C. Requirement for “Request to Study Abroad”

Purpose of overseas travel: Select the appropriate response from the pulldown menu.

Duration of activities: The dates you entered in “Duration of activities” in B. Travel Information is automatically reflected here.

The following items may be required depending on “**Purpose of overseas travel**” and “**Duration of activities**”.

Leave of absence: Indicate whether you will take a leave of absence from school for your travel.

Credits recognition: Indicate whether you hope to have the credits you earn at your study abroad destination recognized as Tokyo Tech credits. If you answer No here, Tokyo Tech may not recognize the credits you earn during your study abroad. Select Yes if there is even the slightest possibility of credit recognition.

Status during travel: Select your status at Tokyo Tech for the duration of your travel.

Request to Study Abroad: It is automatically selected according to your answers above. If “Required” is selected, it’s form will be automatically generated in “Draft” tab when you submit Overseas Travel Notice.

Note: Please refer to [“Travel Type Finder”](#) and [“Travel Type and Required Documents to Submit”](#) for more detail regarding the need to submit a Request to Study Abroad.

D. Study Abroad Program/Course Information		
Program/ Course	Program/course (1) Select from the reference list → * If your program/course is not on the list, select "9999 Other". Scholarship should be entered in Program/course/scholarship (2) ↓	International Exchange Program Under Tuition Waiver Ag
	--- Program code (Auto-filled)	1301
	--- Program department (Auto-filled)	13 Student Services Department
	--- Program admin office (Auto-filled)	International Student Exchange Div. Group2
	--- Program office code (Auto-filled)	RKGP50190
	* --- Requirement for "Departure Notice" (Auto-filled)	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
	Program/course/scholarship (2) Slect from the reference list →	C3: Other Institutions Having School-to-School or Univer
	--- Program code (Auto-filled)	0205
	--- Program department (Auto-filled)	02 International Exchange Team
	--- Program admin office (Auto-filled)	International Exchange Team
	--- Program office code (Auto-filled)	RKGP50181
	Program/course/scholarship (3) * If your program/course is not on the list, or if participating in multiple programs, enter the information here →	<input type="text"/>
Host/ Visiting University Institute	(1) Host/visiting university or institute Select from the reference list →	Massachusetts Institute of Technology
	--- University/institute code (Auto-filled)	042nb2s44
	(2) Host/visiting university or institute * If host/visiting university or institute is not on the list, or if participating in multiple universities or institutes, enter the information here →	<input type="text"/>
	Enrollment status at host/visiting university or institute	<input type="text"/>

• **D. Study Abroad Program/Course Information**

◆ **Program/Course**

If “Purpose of overseas travel” in C. is other than “Study abroad” / ”Overseas class activities” / ”Double degree program”, you may leave the field blank.

Program/Course(1): Click “Refer” button to open a popup window to search for the program/course you will participate in. If you click “Search” button without entering any information in a popup window, a list of all programs/courses will be displayed.

*If your program/course is not on the reference list or you do not participate in program/course,

select “9999 Others”. Scholarship program should be filled in Program/Course/Scholarship(2).

Program Code~Program Office Code: Automatically filled in when program/course is selected.

Requirement for “Departure Notice”: Automatically filled in when program/course is selected.

If the system determines you need to submit a Departure Notice, “Required” is checked, and the form will be automatically generated in “Draft” tab when you submit Overseas Travel Notice.

Program/Course/Scholarship(2): If you are participating in multiple programs/courses or if you are joining the scholarship program, please enter it here.

Program Code~Program Office Code: Automatically filled in when program/course is selected.

Program/Course/Scholarship(3): If your course or program is not on the reference list, please enter it/them here.

◆Host/Visiting University or Institute

If “Purpose of overseas travel” in C. is “Business trip” / “Attend conference” / “Private trip”, you may leave the field blank.

Host/Visiting University or Institute(1): Enter the name of the university, research institution, etc. you will be going to.

Host/Visiting University or Institute(2): If your host university/institution is not on the reference list, or if you are going to multiple universities/institutes, please enter it/them here.

Enrollment status at Host/Visiting University or Institute: Enter the undergraduate or graduate school, faculty, department, etc. you will be enrolled in at your destination university/institution.

E. Tokyo Tech Credits Earned during Travel		
【A】 Whether or not you plan to apply for Tokyo Tech credit for credits earned during this trip	* Answer	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> TBD
	Course code	<input type="text"/>
	Course title	<input type="text"/>
【B】 Whether or not you plan to take Tokyo Tech credit courses based on this travel experience	* Answer	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
	Course code	<input type="text" value="LAW.X302"/>
	Course title	<input type="text" value="Overseas Training for Global Scientists and Engineers 1B"/>
* Provide course codes and titles, and indicate your group clearly.		

• E. Tokyo Tech Credits Earned during Travel

Whether you plan to apply to receive Tokyo Tech credits for those you earn at your study abroad destination or whether you plan to take Tokyo Tech courses to earn credits based on your study abroad experience. Please also enter a summary of your activities at destination.

Earning of credits during travel 【A】 : Select whether you plan to apply for Tokyo Tech credit for credits earned during this trip. Yes or No. If you are unsure about this, please select TBD.

Course code and title: If you will be earning course credits, please enter title and code of the course.

Earning of credits during travel 【B】 : Select whether you plan to take Tokyo Tech credit courses based on this travel experience. Yes or No. If you are unsure about this, please select TBD.

Course code and title: If you will be earning course credits, please enter title and code of the course.

F. Availability of Business Trip Procedures	
Is your travel ordered or requested by the University (Will the University cover the travel expenses)? *If you are not sure, please check with the program administrator.	
* Business trip procedures	<input type="radio"/> Yes <input checked="" type="radio"/> No

• **F. Availability of Business Trip Procedure**

Select whether a travel assignment has been issued for your trip.

Note: If a travel assignment is issued, the procedure for purchasing overseas travel insurance is part of the business trip procedure. It is not necessary to apply for travel insurance on your own.

G. Overview of Activities at Destination	
* Activities at destination	<div>Conduct collaborative research for xxxxxxxxxxxx with partner university.</div>

• **G. Overview of Activities at Destination**

Enter a summary of your activities at the host/visiting university or institute.

H. Student Contact Information During Travel			
Address	XXX, Boston USA		
Telephone no.	XXX	* Email address	aaa@aaa.aaa

• **H. Student Contact Information During Travel**

List the address of your residence, phone number and email address in the destination country. If the address and/or phone number is undecided, you may leave the field blank.

I. Emergency Contact in Japan			
* Address	<input type="text" value="東京都目黒区大岡山1-12-1"/>		
* Telephone no.	<input type="text" value="1234567890"/>	* Email address	<input type="text" value="bbb@bbb"/>
* Name	<input type="text" value="Name"/>	* Relation	<input type="text" value="Father"/>

• **I. Emergency Contact in Japan**

Tokyo Tech will use this information if something happens to you while traveling abroad. Please enter the contact information of any family members, relatives, etc. who need to be notified first if something happens to you. If you are an international student and don't have family members in Japan, please list a person living in Japan who is willing and able to contact your relatives outside of Japan after being contacted by Tokyo Tech.

J. Other Notes	
Other notes	<div>None</div> <div></div>

• **J. Other Notes**

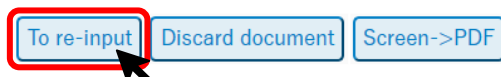
Enter any other notes about aspects of your travel that require special mention.

2. Save your Overseas Travel Notice

- (1) Once you fill out all required items, click “Save document” button to save the notice. If you have not filled all items out yet, click “Save temporarily” to save the information entered so far.



To resume filling out a temporarily-saved document, click “To re-input” button to return to the input screen.



Overseas Travel Notice			
Document no.	2023-0193	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

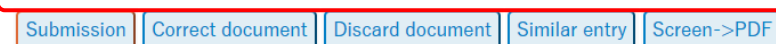
- (2) If you have successfully saved the document, the display will switch to the confirmation screen, where a text in red will appear at the top of the screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Overseas Travel Notice**

Working (Overseas Travel Notice)

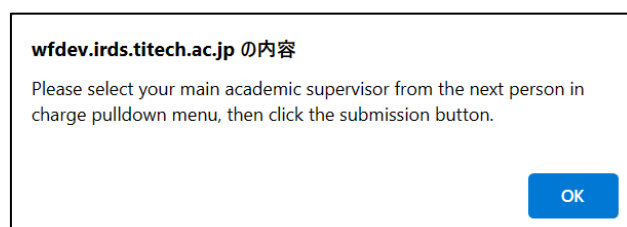
Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document has not been submitted yet. Click [Submission] bottom after checking the text.



Overseas Travel Notice			
Document no.	2023-0193	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

If a pop-up below is shown on the screen, it means you have to select the person who is your main academic supervisor in the “Next Person In-charge” pulldown menu. Please see the next chapter [3-\(1\)](#) for more detail.



3. Submit your Overseas Travel Notice

- (1) If you have two or more academic supervisors, select the person who is your main academic supervisor and is most aware of your academic and research plans daily from the “Next Person In-charge” pulldown menu.

If there are no corrections in the confirmation screen, click “Submission” button. If corrections are necessary, click “Correct document” button to return to the input screen.

Next Person In-charge		(select one) ▼	
Job schedule			
Activity	Person in charge	Work datetime	Comment
Start			
Publish			
Notify	Individual Superior Specification		
Notify	International Student Exchange Div. Group2		
Notify	International Exchange Team		
View	機械コース 機械コース代表(コース主任)		
View	機械コース 機械コース代表(コース事務)		

Submission Correct document Discard document Similar entry Screen->PDF

Note: The job schedule table at the bottom of the screen shows the approval route. For Overseas Travel Notice, there is no approver but it is notified to your academic supervisor and the program administrator that you have submitted an Overseas Travel Notice.

If you have successfully submitted your document, the screen changes to “List” screen.

T2APPs </> Tokyo Tech application & approval

Approval 1 Scheduled New Draft 222 In Process 31 List

Search by keyword

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Overseas Travel Notice

Working (Overseas Travel Notice)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Operation: Display hidden memos

Revise Similar entry Screen->PDF Delete

☆ Favorites of Documents

Overseas Travel Notice			
Document no.	2023-0193	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

Note: If the screen does not switch to “List” screen, an input error may have occurred. Please correct the data by referring to the reason for the error (in red) in the text, and click “Submission” button again.

The child document list at the bottom of the screen shows which documents are to be automatically generated in “Draft” tab. In the example below, “Departure Notice” and “Request to Study Abroad” are to be generated.

Also, document submission date/time (see ”Start”) and notification addresses detail are displayed at the job schedule table.

Child document list

2 Records Page No.1

No.	Status	Document type	Document No
1	Application awaited	Study Abroad and Overseas Travel - Departure Notice	2023-0139
2	Application awaited	Study Abroad and Overseas Travel - Request to Study Abroad	2023-0108

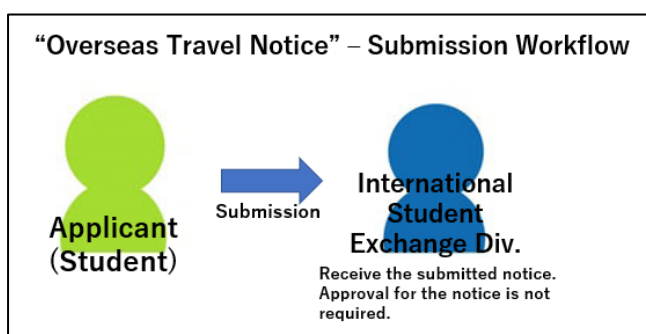
Edit Route: [Route setting\(List\)](#) [Route setting\(graphical\)](#)

[Edit Route](#)

Job schedule		Job actual result			
Activity	Person in charge	Operation	Author	Work datetime	Comment
Start		Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2023/12/28 16:27:13	
Publish		Publish	Daigakuin KOUGAKU	2023/12/28 16:27:13	
Notify	School of Engineering 工学院院长 kyoukou01	Notify	School of Engineering 工学院院长 kyoukou01	2023/12/28 16:27:15	
Notify	International Student Exchange Div. Group2	Notify	International Student Exchange Div. Group2 ryugaku second A	2023/12/28 16:27:15	
		Notify	International Student Exchange Div. Group2 ryugaku second leader	2023/12/28 16:27:15	
		Notify	International Student Exchange Div. Group2 Staff of International S	2023/12/28 16:27:15	
Notify	International Exchange Team	Notify	International Exchange Team busshitsu 4	2023/12/28 16:27:15	
View	機械コース 機械コース代表(コース主任)	Notify	機械コース 機械コース代表 kyoukou004(course shunin)	2023/12/28 16:27:15	
View	機械コース 機械コース代表(コース事務)	Notify	機械コース 機械コース代表 kogaku shokuin 1	2023/12/28 16:27:15	

[Revise](#) [Similar entry](#) [Screen->PDF](#) [Delete](#)

★Overseas Travel Notice is submitted to the International Student Exchange Division.



After submission of the Overseas Travel Notice, email below will be sent to the applicant automatically. Please read carefully the information on purchasing overseas travel insurance.



system@irds.titech.ac.jp

Overseas Travel Notice has been submitted. (XXXX-XXXX XXXX XXXX)

XXXX.X.XX@m.titech.ac.jp

To Daigakuin KOUGAKU

This is to notify that Overseas Travel Notice has been submitted to the international student exchange division by the applicant.

Document No. : XXXX-XXXX

Date created: XXXX/XX/XX

Affiliation : XX 学院 XX 系 XX コース

Applicant: XXXXX XXXXX

<https://wfdev.irds.titech.ac.jp/RakWF21/rkapServlet?pg=rkad1100&revid=63844&lang=1>

=====

【Requirement of “Request to Study Abroad” and “Departure Notice”】

Please confirm whether or not to create “Request to Study Abroad” and “Departure Notice” by checking the following note. If it indicates “required”, please select the document from the [awaiting application] folder, complete input, then submit the document by deadline.

- Request to Study Abroad: Required
- Departure Notice : Required

【Overseas Travel Insurance】

Tokyo Institute of Technology requires degree program students who will travel abroad for education and research purposes to purchase travel insurance designated by the institute in case of incidents, accidents, illnesses, etc. Please complete the application procedure on the Overseas Travel Insurance Application page of the insurance agent, E-CALLS, Inc.

※Travel for private purposes or as part of club/circle activities is not covered by this insurance. Insurance (We recommend that you purchase a policy that covers at least ¥30 million for medical treatment and rescue expenses and ¥100 million for personal liability).
※For business trip (travel assigned or requested by the institute), please apply for the travel insurance in the internal travel application process. Please do not apply for insurance through the URL below.

*Outlines of overseas travel insurance designated by the Institute :

<https://www.titech.ac.jp/english/international-student-exchange/students/abroad/safety#anchor01>

***Application page of overseas travel insurance designated by the Institute (in English) :**

<https://XXXX.e-calls.co.jp/XXXX> (Password: XXXXXXXX)

Note: If “Application page of overseas travel insurance designated by the institute” at the bottom is left blank, this is a case where the applicant is not eligible for this policy or is purchasing this insurance through the business trip procedure.

You have successfully submitted Overseas Travel Notice!

4. Confirm the contents of your Overseas Travel Notice

Refer to (For All Documents) [V. Confirm the contents / approval status of your document.](#)

5. Amend the contents of your Overseas Travel Notice

Refer to (For All Documents) [VI. Amend the contents of your document.](#)

6. Withdraw your Overseas Travel Notice (Cancel study abroad or other overseas travel)

Refer to (For All Documents) [VII. Withdraw your document \(Cancel study abroad or other overseas travel\).](#)

II. Request to Study Abroad

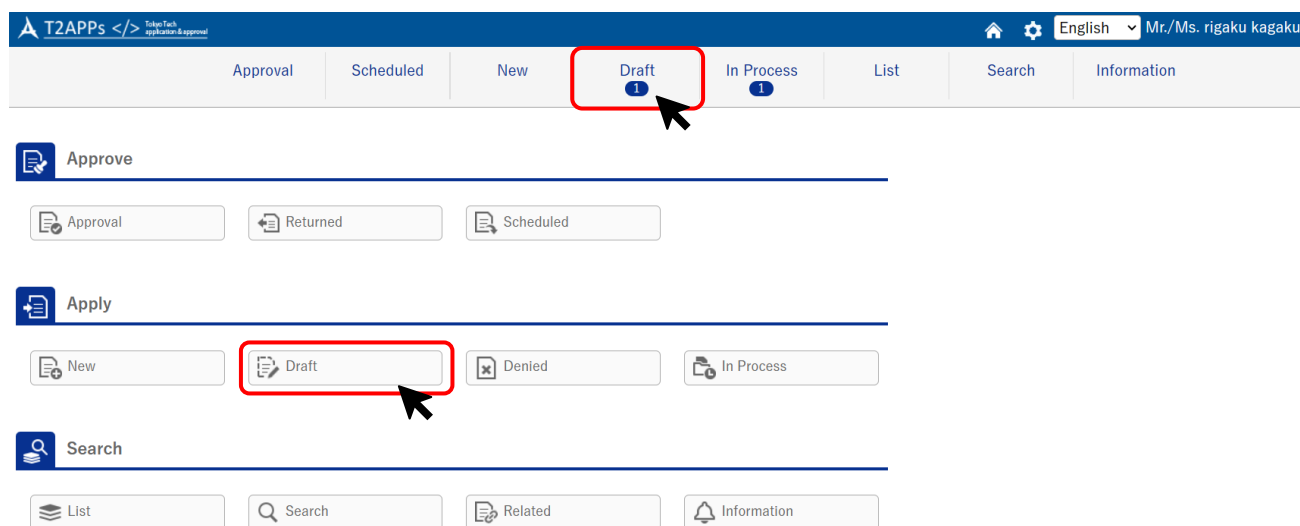
1. Open automatically generated Request to Study Abroad

When you fill out an Overseas Travel Notice, the system determines whether you need to submit a Request to Study Abroad. If a Request to Study Abroad is needed, it is automatically generated and temporarily saved in “Draft” tab by submitting Overseas Travel Notice.

The data you entered in your Overseas Travel Notice are copied over to the draft.

Note: You can not create a new Request to Study Abroad from “New” button. Be sure to submit the "Overseas Travel Notice" first.

- (1) A number appearing on “Draft” tab on the main menu shows the number of saved documents. Click “Draft” tab (or “Draft” button) to see the list.



Click the document number to open it.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

Working (Request to Study Abroad)

Operation: [To CSV Output](#) [To Excel Output](#)

[PDF report batch output](#) [Screen->PDF batch output](#)

57 Records Page No.1

No.	Select <input type="checkbox"/>	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name	Furigana
1	<input type="checkbox"/>	2023-0108	2023/12/28	se001	2020/9	博士後期課程	1-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU	コウガク キカイコー ス

Note: If you have submitted an Overseas Travel Notice but a Request to Study Abroad was not generated (and temporarily saved in “Draft” tab), the reason might be that:

- a) The type of your overseas travel does not require you to submit a Request to Study Abroad.
→Check the “[Travel Type Finder](#)” to check the type of your overseas travel.
- b) Your Request to Study Abroad is still being automatically generated.
→Refresh the screen.

2. Create a guarantor consent form

A guarantor consent is required to attach to your Request to Study Abroad. However, graduate students who have registered a contact person (連絡先人) instead of a guarantor (保証人) upon enrollment are not required to attach it to. If this apply to you, skip this chapter and proceed to “[3. Prepare a Request to Study Abroad](#)”

Note: If you have registered a contact person, “有” is displayed in G. Guarantor Information.

G. Guarantor Information			
Name	工学 よしこ	Registration of contact person (*Graduate students only)	有

- (1) Click “Mount print” button at the top of screen to download the guarantor consent form (PDF).

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

[Working \(Request to Study Abroad\)](#)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document is being temporarily saved.

To re-input

Discard document

Mount print

Screen->PDF

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0193](#).

Request to Study Abroad			
Document no.	2023-0108	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

Note: The data you entered in your Overseas Travel Notice are filled in to the guarantor consent form. If you wish to update some data, correct the applicable field by referring to [3. Prepare a Request to Study Abroad](#). Then, save it temporarily and download the form again.

Note: If the PDF file has not been downloaded by clicking “Mount print” button, your browser may be blocking pop-ups. Please check your browser settings.

- (2) Print out the PDF file. Read the content carefully and sign in the student name [signature] column.
Be sure to ask your guarantor to confirm the contents and sign.

Note: The guarantor's name is printed in small letters in "Personal guarantor" column. Please note the guarantor consent form signed by anyone but your guarantor will not be accepted by the Student div.

<div style="text-align: center;"> 留学願 保証人同意書 Request to Study Abroad (Guarantor's Consent form) </div>			
<div style="text-align: right;">日付Date : _____</div>			
東京工業大学長 殿 / To the President of Tokyo Institute of Technology			
本人氏名 Student name	(自署Sign) ⇒連絡先人登録済のため提出不要 Not required to submit.		
入学年度 Year of enrollment	2016/4	学籍番号 Student ID number	
所属 Affiliation	生命理工学院 生命理工学系 生命理		
現住所 Current address	1520052 東京都目黒区大岡山 2 -		
電話番号 Phone number	080-56XX-XXXX		
保証人※ Personal guarantor	(住所Address)		Tel : _____
	(メールE-mail)		
	(自署Sign) 工学 よし子		

※平成25年4月1日以降の入学者は、保証人の署名が必要です。ただし保証人に代えて連絡先人を登録した者は記入不要です。
 Personal guarantors signature is required for students admitted after April 1, 2013 except for students who instead notified the institute of "Contact person".

※記入された情報は危機管理対応以外には利用いたしません。本学が必要と判断した場合には、関係者に限り提供する可能性があります。
 Information submitted in this document will not be used for any purpose other than risk management during an emergency. The information will not be shared with third-parties unless Tokyo Tech determines it necessary to share this information in response to an emergency.

私は、このたび別紙計画書のとおり、以下の期間、下記規定により留学したいので、ご許可くださるようお願いいたします。
 学部生 東京工業大学学則第18条
 大学院生 東京工業大学院学則第22条

I hereby request to study abroad under article below as described in the Study Abroad Plan attached.
 Undergraduate Article 18 of Tokyo Institute of Technology Undergraduate School Regulations
 Graduate Article 22 of Tokyo Institute of Technology Graduate School Regulations

留学期間
Study period 2023年04月03日 ~ 2023年08月28日

- (3) Upload the scanned PDF file of signed guarantor consent form to T2APPs. See [upload instructions](#).

3. Prepare a Request to Study Abroad

- (1) Click “To re-input” button at the top of screen to move on to the input screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

[Working \(Request to Study Abroad\)](#)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document is being temporarily saved.



This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0193](#).

Request to Study Abroad			
Document no.	2023-0108	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

- (2) Fill in all applicable fields. The items you entered in “Overseas Travel Notice” and the personal information you reported to the Student Division are copied over.

A.申請者情報			
学籍番号	se001	入学年/月	2020/9
課程	博士後期課程	学年	1 年
所属	工学院 機械系 機械コース	メールアドレス	@jim.titech.ac.jp
本人住所	152-0052.東京都目黒区大岡山 2 - 1 2 - 1		
フリガナ	コウガク キカイコース	本人電話番号	080-12XX-XXXX
氏名	Daigakuin KOUGAKU	国籍	日本

B. Travel Information			
If the duration of activities differs from the period of acceptance, described in the letter of acceptance, enter the reason in J.Other Notes and upload the document to “Other documents” in K.Attachment.			
* Travel period	2023/12/01	~ 2024/03/31	* Expected departure-return date from/to Japan
* Duration of activities	2023/12/04	~ 2024/03/29	* Start-end date of your program/class/research, or other relevant date
Destination country (1)	アメリカ合衆国		United States of America
Destination country (2)			
Purpose of travel	Study abroad / Training		

• B. Travel Information

If there have been any changes in “Travel period” or “Duration of activities”, please correct them. “Duration of activities” should be the same as the period of acceptance indicated in the letter of acceptance issued by the host university.

Note: If the duration of activities differs from the period of acceptance for some reason, enter the reason in “J. Other notes” and attach the supporting document in “K. Attachment”.

C. Study Abroad Program/Course Information		
Program/ Course	Program/course (1)	International Exchange Program Under Tuition Waiver Agreements
	- - - Program code	1301
	- - - Program department	13 Student Services Department
	- - - Program admin office	International Student Exchange Div. Group2
	Program/course/scholarship (2)	C3: Other Institutions Having School-to-School or University-Wide Student Exchange Agreement
	- - - Program code	0205
	- - - Program department	02 International Exchange Team
	- - - Program admin office	International Exchange Team
	Program/course/scholarship (3) * If your program/course is not on the list, or if you are participating in multiple programs, enter the information here →	<input type="text"/>
Host/ Visiting University Institute	Host/visiting university or institute (1)	Massachusetts Institute of Technology
	Host/visiting university or institute (2) * If your host/visiting university or institute is not on the list, or if you are going to multiple universities or institutes, enter the information here →	<input type="text"/>
	* Host/visiting university or institute address	<input type="text"/>
	Destination undergraduate, graduate school, etc.	<input type="text" value="xxxxx"/>
	* Enrollment status at host/visiting university or institute	<input type="text"/>
	Primary instructor at host/visiting university or institute (*Graduate students only)	<input type="text"/>
	Research theme or primary field of research (*Graduate students only)	<input type="text"/>

D. Tokyo Tech Credits Earned during Travel		
【A】 Whether or not you plan to apply for Tokyo Tech credit for credits earned during this trip	* Answer	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> TBD
	Course code	<input type="text"/>
	Course title	<input type="text"/>
【B】 Whether or not you plan to take Tokyo Tech credit courses based on this travel experience	* Answer	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
	Course code	<input type="text" value="LAW.X302"/>
	Course title	<input type="text" value="Overseas Training for Global Scientists and Engineers 1B"/>
	* Provide course code & title, and indicate your group clearly. If your course titles include "Overseas Training for Global Scientists and Engineers", please contact the GSEC Support Office in advance.	

E. Student Contact Information during Travel			
Address	<input type="text" value="XXX, Boston USA"/>		
Telephone no.	<input type="text" value="XXX"/>	* Email address	<input type="text" value="aaa@aaa"/>

F. Emergency Contact in Japan			
Address	東京都目黒区大岡山1-12-1		
Telephone no.	1234567890	Email address	bbb@bbb
Name	Name	Relationship	Father

G. Guarantor Information			
Name	工学 よしこ	Registration of contact person (*Graduate students only)	有

H. Expected Field of Study	
The nature of courses you take, or the research activity plans	

• **H. Expected Field of Study**

Fill in the outlines of the course you will take or the research activities you plan at host/visiting university/institution within 150 words.

I. Intentions to take courses offered by Tokyo Tech during the study abroad period (if applicable)						
If you wish to take courses that are not listed in D., please enter the following information and submit the registration form each semester the class(es) is offered.						
Application Form format	For undergraduates		For graduates			
Course registration:File 1	<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	Academic year	<input type="text" value="(select one)"/>	Semester	<input type="text" value="(select one)"/>
Course registration:File 2	<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	Academic year	<input type="text" value="(select one)"/>	Semester	<input type="text" value="(select one)"/>
Course registration:File 3	<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	Academic year	<input type="text" value="(select one)"/>	Semester	<input type="text" value="(select one)"/>
Course registration:File 4	<input type="button" value="ファイルの選択"/>	ファイルが選択されていません	Academic year	<input type="text" value="(select one)"/>	Semester	<input type="text" value="(select one)"/>

• **I. Intentions to take courses offered by Tokyo Tech during the study abroad period**

If you wish to take courses that are not listed in item "D," enter the academic year and semester and submit the registration form each semester the class(es) is offered.2) Attach the required documents. Click select file to upload.

J. Other Notes	
Other notes	<div>None</div> <div></div>

• **J. Other Notes**

If the duration of activities in “B. travel Information” differs from the period of acceptance for some reason, enter the reason here.

K. Attachments (PDFs, etc.)	
Guarantor consent form	<div>ファイルの選択</div> <div>ファイルが選択されていません</div> <p>* Attach unless if you are a graduate student and have registered a contact person.</p>
* Study abroad consent form your host/visiting university or institute created	<div>ファイルの選択</div> <div>ファイルが選択されていません</div> <p>* Following three items must be clearly indicated: Student's name, Period of acceptance, Name of host institution. * Email correspondence that confirms your acceptance is also acceptable.</p>
Statement of the reason (free form)	<div>ファイルの選択</div> <div>ファイルが選択されていません</div> <p>* Attach if you will be studying abroad for a year or longer.</p>
Written statement from academic supervisor (free form)	<div>ファイルの選択</div> <div>ファイルが選択されていません</div> <p>* Attach if you will be studying abroad for a year or longer.</p>
Other document	<div>ファイルの選択</div> <div>ファイルが選択されていません</div>

• K. Attachments

Guarantor consent form: Attach [the guarantor consent form](#) you created. If you are a graduate student and informed the Student Division that you will be using a contact person instead of a guarantor, you do not need to attach a consent form.

Study abroad consent form your host/visiting university/institution created: Attach a PDF file of the consent form that your host institution prepared or one showing your email correspondences with said institution that prove your acceptance. (*The form or email must include information of “duration of study” and “name of host institution”.)

Statement of the reason: If you will be studying abroad for one year or longer, attach a statement of the reason.

Written statement from academic supervisor: If you will be studying abroad for one year or longer, attach a written statement from your academic supervisor.

Other document: If the duration of activities in “B. travel Information” differs from the period of acceptance for some reason, attach the supporting document here.

4. Save your Request to Study Abroad

- (1) When you have entered all the information, click “Entry” button at the top/bottom of the screen to save your document. If you have not filled all items out yet, click “Save temporarily” to save the information entered so far.

Date of the graduate major faculty meeting (Graduate students only)	
---	--

Entry

Save temporarily

- (2) If you have successfully saved the document, the display will move on to the confirmation screen, where a text in red will appear at the top of the screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

Working (Request to Study Abroad)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document has not been submitted yet. Click [Submission] bottom after checking the text.

[Submission](#) [Correct document](#) [Discard document](#) [Mount print](#) [Screen->PDF](#) [Attached file batch](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0193](#).

Request to Study Abroad			
Document no.	2023-0108	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

If a pop up below is shown on the screen, it means you have to select the person who is your main academic supervisor in the “Next Person In-charge” pulldown menu. See the next chapter 5.

wfdev.irds.titech.ac.jp の内容
Please select your main academic supervisor from the next person in charge pulldown menu, then click the submission button.

OK

5. Submit your Request to Study Abroad

- (1) If you have two or more academic supervisors, select the one that serves as your main academic supervisor who is most aware of your academic and research plans daily from the “Next Person In charge” pulldown menu.

Confirm there are no omissions or errors in the document, then click “Submission” button. In case corrections are necessary, click “Correct document” button to return to the input screen.

Next Person In-charge		(select one) ▼					
Job schedule		(select one)		Job actual result			
Activity		School of Engineering 工学院院长 kyoukou01		Operation	Author	Work datetime	Comment
Start		School of Engineering kyoukou003(shonenji)					
		School of Engineering kyoukou02					
Parallel	Serialize	Advance Notice	International Student Exchange Div. Group2				
	Advance Notice	International Exchange Team					
Review		Individual Superior Specification					
Advance Notice		機械コース 機械コース代表(コース事務)					
Review		機械コース 機械コース代表(コース主任)					
Decision		Student Div. Graduate Services Group					
Publish							

Submission Correct document Discard document Mount print Screen->PDF Attached file batch

Note: The academic supervisor selected as your mail supervisor will become the next reviewer of the workflow.

If submitted, the number on “Draft” tab will go down by one, and the number on “In Process” tab will go up by one.

T2APPS </> Simple Task application development

Approval Scheduled New Draft In Process 2 List Search Information

- (2) By clicking “In Process” tab, you can see the submitted (but not finally approved) document list. Click the document number to open it.

Working (Request to Study Abroad)

Operation: [To CSV Output](#) [To Excel Output](#)

[Report data output by Excel](#) [PDF report batch output](#) [Screen->PDF batch output](#)

15 Records Page No.1

No.	Select □	Status	Person in charge	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name
1	□	ReviewWaiting	kyoukou01	2023-0108	2023/12/28	se001	2020/9	博士後期課程	1-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU

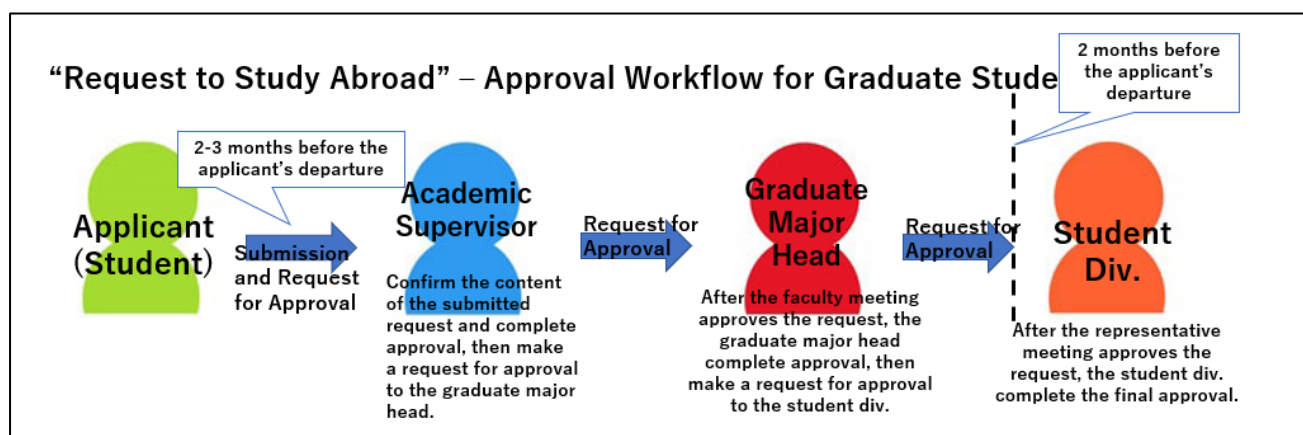
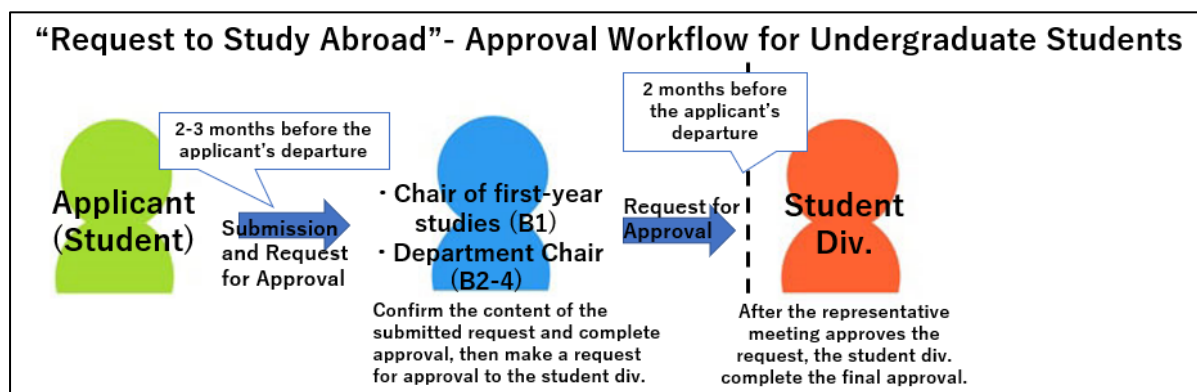
The job schedule table at the bottom of the screen allows you to check how far the approval has progressed. Where “job actual result” is entered, the work is completed.

Job schedule				Job actual result		Work datetime	Comment
Activity			Person in charge	Operation	Author	2023/12/21 15:14:51	
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2023/12/21 15:14:51	
Parallel	Serialize	Advance Notice	International Student Exchange Div. Group2	Notify	International Student Exchange Div. Group2 ryugaku second A	2023/12/21 15:14:51	
				Notify	International Student Exchange Div. Group2 ryugaku second leader	2023/12/21 15:14:51	
		Notify		International Student Exchange Div. Group2 Staff of International	2023/12/21 15:14:51		
	Review	Advance Notice	International Exchange Team	Notify	International Exchange Team busshitsu 4	2023/12/21 15:14:51	
			School of Engineering 工学院院长 kyoukou01				
Advance Notice			機械コース 機械コース代表(コース事務)				
Review			機械コース 機械コース代表(コース主任)				
Decision			Student Div. Graduate Services Group				
Publish							

In this example, the academic supervisor

In this example, the academic supervisor is reviewing the document for approval.

★ The followings are approval workflows of the Request to Study Abroad. The flows differ depending on the applicant's degree program.

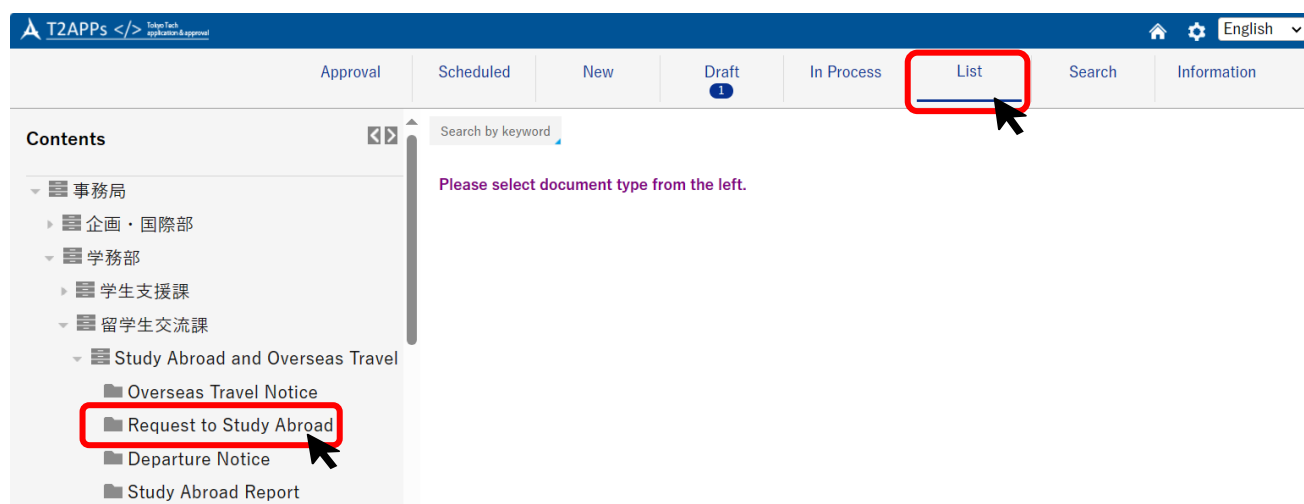


6. Approval of your Request to Study Abroad

After your academic supervisor, chair of first-year studies/department chair or graduate major head and the Student Division approve your Request to Study Abroad and it receives final approval, an email with the subject line “Request to study abroad has been finally approved” will be sent to your Tokyo Tech email address.

You can also confirm that your application has been finally approved using the following method:

- (1) Click “List” tab (or “List” button) on the main menu. Then select “Request to Study Abroad”.



Find out the document status from the list. If the [Publish status] is “After Publish” and the [WF (=workflow) status] is “Finish”, it indicates.

No.	Select	Document status	Publish status	WF status	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name
1	<input type="checkbox"/>	Entry	After Publish	Finish	2023-0108	2023/12/28	se001	2020/9	博士後期課程	1-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU

Click the document number and open it. The job schedule table at the bottom of the screen also shows that your application has been finally approved by the Student Division.

Job schedule				Job actual result		
Activity	Person in charge			Operation	Author	Work datetime
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2024/01/09 15:42:25
Parallel	Serialize	Advance Notice	International Student Exchange Div. Group2	Notify	International Student Exchange Div. Group2 ryugaku second A	2024/01/09 15:42:25
				Notify	International Student Exchange Div. Group2 ryugaku second leader	2024/01/09 15:42:25
	Review	Advance Notice	International Exchange Team	Notify	International Exchange Team busshitsu 4	2024/01/09 15:42:25
			School of Engineering 工学院院长 kyokou01	Approval	School of Engineering 工学院院长 kyokou01	2024/01/11 11:37:39
Advance Notice			機械コース 機械コース代表(コース事務)	Notify	機械コース 機械コース代表 kogaku shokuin 1	2024/01/11 11:37:39
Review			機械コース 機械コース代表(コース主任)	Approval	機械コース 機械コース代表 kyokou004(course shunin)	2024/01/11 11:38:13
Decision			Student Div. Graduate Services Group	Approval	Student Div. Graduate Services Group kyoumu shokuin5	2024/01/11 11:52:12
Publish				Publish	kyoumu shokuin5	2024/01/11 11:52:12

"Publish" indicates that workflow has been completed.

7. If your Request to Study Abroad is returned for corrections

If your Request to Study Abroad has something to be corrected, the approver will return it for corrections. An email with the subject line “Request to Study Abroad has been returned for corrections” will be sent to your Tokyo Tech email address. Please check the instructions in the email and make the necessary corrections.

(1) Open the document on the list of the “Approval” tab.

The screenshot shows the T2APPS interface with the 'Approval' tab selected. The document list shows one record: 'Study Abroad and Overseas Travel - Request to Study Abroad' with document number '2023-0109'. The document is in the 'Correction Instruction' stage.

No.	Process	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name
1	Correction Instruction	2023-0109	2024/01/11	se001	2020/9	博士後期課程	2-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU

(2) Check the job schedule table shown at the bottom of the screen and “Correction Instructions” in the comments column in the far-right column of the progress chart.

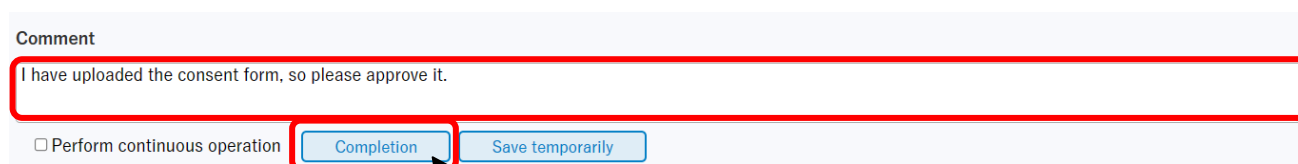
Job schedule				Job actual result		
Activity	Person in charge			Operation	Author	Work datetime
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2024/01/11 13:50:36
Parallel	Serialize	Advance Notice	Dept. of Earth and Planetary Sciences	Notify	Dept. of Earth and Planetary Sciences kyouri01	2024/01/11 13:50:36
		Advance Notice	International Exchange Team	Notify	Dept. of Earth and Planetary Sciences rigaku 4	2024/01/11 13:50:36
	Review	Advance Notice	School of Engineering 工学院院长 kyokou01	Notify	Dept. of Earth and Planetary Sciences kyouri02	2024/01/11 13:50:36
		Review	School of Engineering 工学院院长 kyokou01	Return	International Exchange Team bushitsu 4	2024/01/11 13:50:37
Correction Instruction	工学院 機械系 機械コース Daigakuin KOUGAKU					No signature of guarantor. Get the guarantor's signature and re-upload the consent form.
Parallel	Serialize	Advance Notice	Dept. of Earth and Planetary Sciences			
		Advance Notice	International Exchange Team			
	Review	Advance Notice	School of Engineering 工学院院长 kyokou01			
		Review	School of Engineering 工学院院长 kyokou01			
Advance Notice	機械コース 機械コース代表(コース事務)					
Review	機械コース 機械コース代表(コース主任)					
Decision	Student Div. Graduate Services Group					
Publish						

No signature of guarantor. Get the guarantor's signature and re-upload the consent form.

*In the above example, the comment field for returned [correction instruction] asks for the following correction: “The guarantor consent form does not seem to have the signature of the guarantor. Please get the required signature and upload the form again.”

Note: If you need to (re)output the guarantor consent form, open the appropriate document from the list of "In process" tab, and use "Mount print" button to output the guarantor consent form. Then, submit the completed guarantor consent form following steps (1) through (3).

- (3) Make any necessary corrections, for example re-upload the consent form, then leave a comment addressed to the approver in the comment box at the bottom of the screen. And then click “Completion” button.



Comment

I have uploaded the consent form, so please approve it.

☐ Perform continuous operation

Completion

Save temporarily

If the screen changes, you have successfully submitted the revised Request to Study Abroad. And the approval workflow starts again (academic supervisor → department chair/graduate major head → the Student Division).

8. If your Request to Study Abroad is denied

Your Request to Study Abroad may be denied by an approver. If that is the case, an email with the subject line “Request to Study Abroad has been denied” will be sent to your Tokyo Tech email address. The comments will state the reason for the denial. If you decide to give up on your study abroad, you must also withdraw your Overseas Travel Notice and Departure Notice for this trip.

Refer to [For all documents] [VII. Withdraw your document \(Cancel study abroad or other overseas travel\)](#)

9. Confirm the contents / approval status of your Request to Study Abroad

Refer to [For all documents] [V. Confirm the contents / approval status of your document](#)

10. Amend the contents of your Request to Study Abroad

Refer to [For all documents] [VI. Amend the contents of your document](#)

11. Withdraw your Request to Study Abroad (Cancel study abroad or other overseas travel)

Refer to [For all documents] [VII. Withdraw your document \(Cancel study abroad or other overseas travel\)](#)

III. Departure Notice

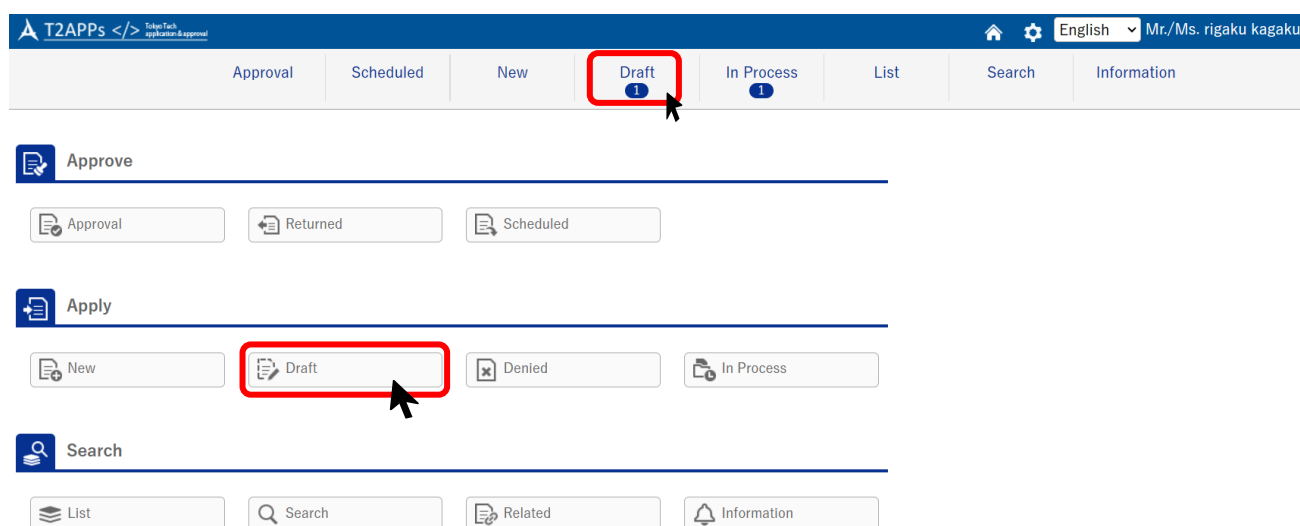
1. Open automatically generated Departure Notice

When you fill out an Overseas Travel Notice, the system determines whether you need to submit a Departure Notice. If a Departure Notice is required, it is automatically generated and temporarily saved in “Draft” tab by submitting Overseas Travel Notice.

The data you entered in your Overseas Travel Notice are copied over to the draft.

Note: You can not create a new Departure Notice from “New” button. Be sure to submit the "Overseas Travel Notice" first.

- (1) A number appearing on “Draft” tab on the main menu shows the number of saved documents. Click “Draft” tab (or “Draft” button) to see the list.



Click document number to open it.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Departure Notice**

Working (Departure Notice)

Operation: [To CSV Output](#) [To Excel Output](#)

[PDF report batch output](#) [Screen->PDF batch output](#)

123 Records Page No.1 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

No.	Select <input type="checkbox"/>	Document no. <input type="text"/>	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name
1	<input type="checkbox"/>	2023-0141	2024/01/11	se001	2020/9	博士後期課程	2-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU

2. Create a written pledge

- (1) Click “Mount print” button at the top of screen to download the written pledge in PDF format.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Departure Notice**

Working (Departure Notice)

[Back to List](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document is being temporarily saved.

[To re-input](#) [Discard document](#) [Mount print](#) [Screen->PDF](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Departure Notice			
Document no.	2023-0141	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

Note: The data you entered in your Overseas Travel Notice are copied to the written pledge. If you wish to update some data, correct the applicable field by referring to [3. Prepare a Departure Notice](#) first. Then, save it temporarily and download the pledge again.

Note: If the PDF file has not been downloaded by clicking "Mount print" button, your browser may be blocking pop-ups. Please check your browser settings.

- (2) Print out the PDF file you downloaded. Read the content carefully and sign in the name [Signature] column.

The name of the guarantor you registered will be printed in small letters in the guarantor's name column at the bottom. Be sure to ask your guarantor to confirm the contents and sign it. Please be aware that documents signed by anyone but your registered guarantor will not be accepted.

Note: If a contact person (連絡先人) is registered instead of a guarantor (保証人), you do not need to fill in guarantor's section. In this case, “⇒Not required, as the contact person is registered.” is printed in the form. If you have registered a contact person, “有” is displayed in H. Guarantor Information.

G. Guarantor Information		
Name	工学 よしこ	Registration of contact person (*Graduate students only) 有

Pledge

Date: ____/____/____
(yyyy/mm/dd)

To the President of Tokyo Institute of Technology

I hereby request permission to participate in a study abroad program certified by Tokyo Institute of Technology (the Institute), and pledge to abide by the following terms and conditions:

- I will obey the laws and regulations of the destination country or region as well as those of Japan, and follow any relevant program guidelines. I will refrain from conducting that may violate public order and customs, and other negative behavior, while maintaining self-awareness and responsibility as a student of the Institute.
- I understand the purpose of studying abroad and will devote myself to study and other academic activities. I will be responsible for maintaining my mental and physical health in order to manage the additional stress of studying abroad.
- I will purchase the travel insurance designated by the Institute, including the Risk and Crisis Management Service provided by Japan IR & C.
- I will be liable for any damages caused by my own negligence or intentional misconduct.
- Should the Institute decide to cancel or suspend the program or instruct participants to return to Japan due to injury, illness, public security and safety concerns, natural disasters, or other unavoidable circumstances, I will follow instructions. I will be responsible for any additional costs that may be incurred.

Affiliation: 生命理工学院 生命理工学系 生命理工学コース

Student ID no.: sls003

Student name: 生命3 生命理工コース

Signature: _____

Destination country or region1: Germany

Destination country or region2: _____

University/Institute1: RWTH Aachen University

University/Institute2: _____

Program/Course1: International Exchange Program Under Tuition Wa

Program/Course2: _____

Duration of activities: 2023/4/3 to 2023/8/28

=====

(The section below is to be completed by the student's personal guarantor. If the student has no contact person, this section may be left blank.)

As personal guarantor of the above-named student, I understand the student's situation and consent to the student's participation in the study abroad program mentioned above.

Address: ⇒ Not required, as the contact person is registered.

Tel: _____

Name (Signature): Hanako Toko(*1)

Relationship to student: _____

If a contact person (連絡先人) is registered instead of a guarantor (保証人), you do not need to fill in guarantor's section.

In this case, "⇒ Not required, as the contact person is registered." is printed in the form.

The guarantor's name (保証人) is printed in small letters.
Please be sure to ask this person to sign.

*This pledge is required of participants in study abroad program/course certified by the Institute. The information provided herein will not be used for any purpose other than for risk and crisis management and to record the details of students studying abroad.

(Revised Feb., 2023)

(3) Upload a PDF file of your written pledge, signed by both you and your guarantor, to T2APPs. See [how to upload the file](#).

3. Prepare a Departure Notice

(1) Click “To re-input” button to move on to the input screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Departure Notice**

Working (Departure Notice)

[Back to List](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document is being temporarily saved.

[To re-input](#) [Discard document](#) [Mount print](#) [Screen->PDF](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Departure Notice			
Document no.	2023-0141	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

(2) Fill in all applicable fields.

A. Applicant Information			
Student ID	se001	Month/year of admission	2020/9
Program	博士後期課程	Year of study	2-Year
Affiliation	工学院 機械系 機械コース	Email address	hikeda@jim.titech.ac.jp
Applicant address	152-0052	東京都目黒区大岡山 2 - 1 2 - 1	
Furigana	コウガク キカイコース	* Applicant telephone no.	080-12XX-XXXX
Name	Daigakuin KOUGAKU	Nationality	日本
Date of birth	1997/07/01		

B. Academic Supervisor/Academic Advisor/Chair of First-Year Studies Information	
* Faculty name	<input type="text"/>
* Relationship	(select one) ▼

C. Travel Information			
* Travel period	2023/09/07 ~ 2023/09/30	* Expected departure-return date from/to Japan	
* Duration of activities	2023/09/08 ~ 2023/09/29	* Start-end date of your program/class/research, or other relevant date	
Destination country (1)	アイスランド共和国	Iceland	
Destination country (2)	<input type="text"/>		
Purpose of travel	Study abroad / Training		
* Outbound flight/section(s)	JL000 HND CDG	Return flight/section(s)	JL000 FRA HND
Re-entry permit for Japan (* International students only)		<input type="checkbox"/> Yes	

• **C. Travel Information**

If there have been any changes in “Travel period” or “Duration of activities”, please correct them.

Outbound flight/section[s]: If there are connecting flights, list all of flight numbers along with the routes.

Return flight/section[s]: If your return flight is still not set, you may leave this field blank. Please update this information after your return flight is confirmed.





D. Study Abroad Program/Course Information		
Program/ Course	Program/course (1)	Field Excursion
	- - - Program code	0101
	- - - Program department	01 School of Science
	- - - Program admin office	Dept. of Earth and Planetary Sciences
	Program/course/scholarship (2)	Special programs with Three Engineering School's Partner Universities
	- - - Program code	0201
	- - - Program department	02 International Exchange Team
	- - - Program admin office	International Exchange Team
	Program/course/scholarship (3) * If your program/course is not on the list, or if you are participating in multiple programs, enter the information here →	<input type="text"/>
Host/ Visiting University Institute	Host/visiting university or institute (1)	Reykjavik University
	Host/visiting university or institute (2) * If host university or institute is not on the list, or if you are going to multiple universities or institutes, enter the information here →	<input type="text"/>
	Destination undergraduate, graduate school, etc.	<input type="text"/>


E. Host Faculty Information			
Name	<input type="text"/>	Position	<input type="text"/>
Graduate major/ field of research	<input type="text"/>		
Telephone no.	<input type="text"/>	Email address	<input type="text"/>


F. Student Contact Information during Travel			
Housing type	(select one) ▼	Other details	<input type="text"/>
Address	<input type="text"/>		
Telephone no.	<input type="text"/>	Email address	a@a

G. Emergency Contact in Japan			
* Address	tokyo		
* Telephone no.	090	* Email address	m@m
* Name	name	* Relationship	parent

H. Guarantor Information		
Name	工学 よしこ	Registration of contact person (*Graduate students only) 有

I. Scholarship Status during Study Abroad (only if applicable)			
Scholarship (1)		Type (1)	(select one) ▼
Amount (1)	(select one) ▼ ○○円 EURO○	Term (1)	 ~ 
Scholarship (2)		Type (2)	(select one) ▼
Amount (2)	(select one) ▼ ○○円 EURO○	Term (2)	 ~ 

J. Visa Information			
* Application status	(select one) ▼	Visa type	
Application date		Authority	

K. Passport Information	
Passport no.	
Expiration date	yyyy/mm/dd 
Name (alphabetic)	

L. Travel Insurance	
* Travel insurance designated by Tokyo Tech	<input type="radio"/> Enrolled <input type="radio"/> Enroll(ed) through business trip procedures

M. Vaccination Status		
* Vaccination status	(select one) ▼	By vaccine type

N. Medical History		
* Medical history	<input type="radio"/> Yes <input type="radio"/> No	* If there is a medical history that requires attention, report it separately to the program administrator.
* Allergies	<input type="radio"/> Yes <input type="radio"/> No	* Any allergies requiring attention should be reported separately to the program administrator.

O. Other Notes	
Other notes	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

P. Attachments		
• Written pledge	<div>ファイルの選択</div>	ファイルが選択されていません
Passport scan	<div>ファイルの選択</div>	ファイルが選択されていません * Attach if the program administrator requires.
Other document 1	<div>ファイルの選択</div>	ファイルが選択されていません
Other document 2	<div>ファイルの選択</div>	ファイルが選択されていません
Other document 3	<div>ファイルの選択</div>	ファイルが選択されていません

• P. Attachements

Written pledge: Upload the PDF file of [the written pledge](#) you created in III2-(2) by clicking select file.

Passport scan: If the program administrator instructs you to attach scanned images of your passport, upload the pages with your portrait and your name here.

Other documents1-3 : If the program administrator instructs you to attach some other documents, uploaded them here.

4. Save your Departure Notice

- (1) After entering all the required information, click “Entry” button. If you have not filled all items out yet, click “Save temporarily” button to save the information entered so far.



5. Submit your Departure Notice

- (1) Check the all information you entered. If no corrections are necessary, click “Submission” button to submit your document. If corrections are necessary, click “Correct document” button to return to the input screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Departure Notice**

Working (Departure Notice)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

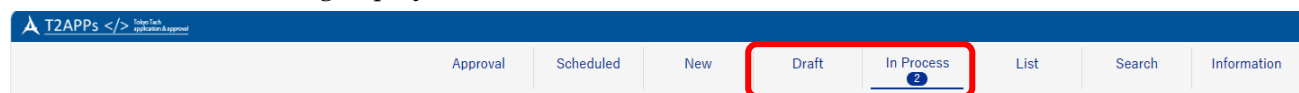
Document has not been submitted yet. Click [Submission] bottom after checking the text.



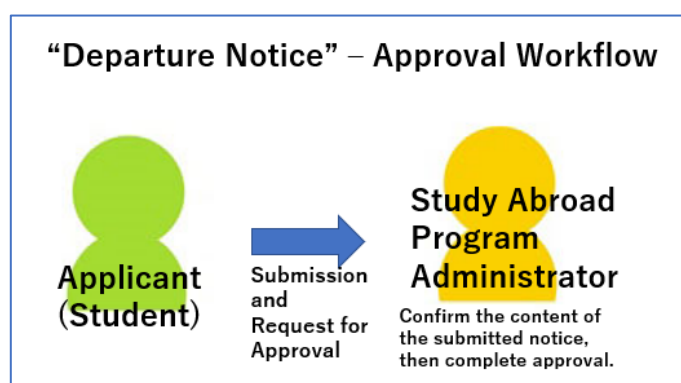
This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Departure Notice			
Document no.	2023-0141	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

Once you submit your document, the number on “Draft” tab will go down by one, and the number on “In Process” tab will go up by one.



★The followings shows approval workflow of the Departure Notice.



6. Confirm the contents / approval status of your Departure Notice

Refer to [For All Documents] [V. Confirm the contents / approval status of your document](#)

7. Amend the contents of your Departure Notice

Refer to [For All Documents] [VI. Amend the contents of your document](#)

8. Withdraw your Departure Notice (Cancel study abroad or other overseas travel)

Refer to [For All Documents] [VII. “Withdraw your document \(Cancel your study abroad or other overseas travel\)](#)

◆After Overseas Travel

IV. Study Abroad Report

1. Open automatically generated Study Abroad Report

Study Abroad Report is automatically generated and temporarily-saved in “Draft” tab when your Request to Study Abroad is approved.

The data you entered in your Request for Study Abroad are copied over to the draft of Study Abroad Report.

Note: You can not create a new Study Abroad Report from “New” button.

(1) Click “Draft” tab (or “Draft” button) to see your temporarily saved document list.

The screenshot shows the T2APPS application interface. At the top, there is a navigation bar with tabs: Approval, Scheduled, New, Draft (highlighted with a red box and a mouse cursor), In Process, List, Search, and Information. Below the navigation bar, there are three main sections: 'Approve', 'Apply', and 'Search'. In the 'Apply' section, the 'Draft' button is highlighted with a red box and a mouse cursor. The 'Search' section contains buttons for List, Search, Related, and Information.

Click the document number on the list to open it.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Study Abroad Report**

Working (Study Abroad Report)

Operation: [To CSV Output](#) [To Excel Output](#)

[Screen->PDF batch output](#)

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No.	Select <input type="checkbox"/>	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation	Name
1	<input type="checkbox"/>	2023-0050	2024/01/11	se001	2020/9	博士後期課程	1-Year	工学院 機械系 機械コース	Daigakuin KOUGAKU

2. Prepare a Study Abroad Report

- (1) Click “Correct document” button at the top of the document to move on the input screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Study Abroad Report**

Working (Study Abroad Report)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document has not been submitted yet. Click [Submission] bottom after checking the text.

[Submission](#) [Correct document](#) [Discard document](#) [Screen->PDF](#)

This Document is registered from [Study Abroad and Overseas Travel - Request to Study Abroad 2023-0108.](#)






Study Abroad Report			
Document no.	2023-0050	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

- (2) Fill in all applicable fields. The items you entered in Request to Study Abroad are copied over.

A. Applicant Information			
Student ID	se001	Month/year of admission	2020/9
Program	博士後期課程	Year of study	1-Year
Affiliation	工学院 機械系 機械コース	Email address	hikeda@jim.titech.ac.jp
Applicant address	<input type="text" value="152-0052 東京都目黒区大岡山 2 - 1 2 - 1"/>		
Furigana	コウガク キカイコース	* Applicant telephone no.	<input type="text" value="080-12XX-XXXX"/>
Name	Daigakuin KOUGAKU	Nationality	日本

• A. Applicant Information

If there have been any changes in address or phone, please correct them.

B. Travel Information		
* Travel period	<input type="text" value="2023/12/01"/>  ~ <input type="text" value="2024/03/31"/> 	* Departure-return date from/to Japan
* Duration of activities	<input type="text" value="2023/12/04"/>  ~ <input type="text" value="2024/03/29"/> 	* Start-end date of your program/class/research, or other relevant date
Destination country (1)	<input type="text" value="アメリカ合衆国"/> 	<input type="text" value="United States of America"/>
Destination country (2)	<input type="text"/>	<input type="text"/>
Purpose of travel	<input type="text" value="Study abroad / Training"/>	

• B. Travel Information

If there have been any changes in “Travel period” or “Duration of activities”, please correct them.

C. Study Abroad Program/Course Information		
Program/ Course	Program/course (1)	International Exchange Program Under Tuition Waiver Agreements
	- - - Program code	1301
	- - - Program department	13 Student Services Department
	- - - Program admin office	International Student Exchange Div. Group2
	Program/course/scholarship (2)	C3: Other Institutions Having School-to-School or University-Wide Student Exchange Agreement
	- - - Program code	0205
	- - - Program department	02 International Exchange Team
	- - - Program admin office	International Exchange Team
	Program/course/scholarship (3)	<input type="text"/>
Host/ Visiting University Institute	Host/visiting university or institute (1)	Massachusetts Institute of Technology
	Host/visiting university or institute (2)	<input type="text"/>
	* Host/visiting university or institute address	xxxxx
	Destination undergraduate, graduate school, etc.	<input type="text"/>
	* Enrollment status at host/visiting university or institute	International exchange student
	Primary instructor at host/visiting university or institute (*Graduate students only)	xxxxx
	Research theme or primary field of research (*Graduate students only)	xxxxx

• **C. Study Abroad Program/Course Information**

Enter enrollment status at your study abroad destination, address of your host university/ institution,” and other required information.

D. Courses Taken at Study Abroad Destination						
Entry Line (6->10)						
No.	Ent <input type="checkbox"/>	Course name	Course duration	Weekly class hours	No. of credits	Grade
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

• **D. Course Taken at Study Abroad Destination**

If you took courses at your study abroad destination, please check the box(es) in entry and enter the course name, course duration, weekly class hours, no. of credits, and grade for each course taken.

E. Attachments		
If you took courses at your study abroad destination, attach the two items below. If you took multiple courses, combine the syllabuses for all courses into one file and all the transcripts into another.		
Course syllabus	<div>ファイルの選択</div>	ファイルが選択されていません
Course transcripts	<div>ファイルの選択</div>	ファイルが選択されていません

• **E. Attachments**

If you registered a course you took in D., you must attach course syllabus and course transcripts. If you took multiple courses, please combine the syllabuses for all courses into one file and all the transcripts into another.

F. Summary of Research (*Required for graduate students)	
Summary of research	<div> XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX </div>

G. Other Notes	
Other notes	None

3. Save your Study Abroad Report

(1) When you have entered all the required information, click “Entry” button.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Study Abroad Report**

Working (Study Abroad Report)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).



Study Abroad Report			
Document no.	2023-0050	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

(2) If you have successfully saved the document, the display will move on to the confirmation screen.

In case corrections are necessary, click “Correct document” button to return to the input screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Study Abroad Report**

Working (Study Abroad Report)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

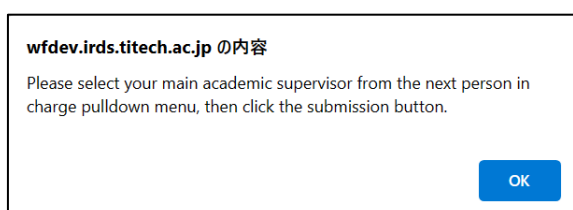
Document has not been submitted yet. Click [Submission] bottom after checking the text.



This Document is registered from [Study Abroad and Overseas Travel - Request to Study Abroad 2023-0108](#).

Study Abroad Report			
Document no.	2023-0050	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

If a pop-up below is shown on the screen, it means you have to select the person who is your main academic supervisor from the “Next Person In-charge” pulldown menu. See the next chapter.



4. Submit your Study Abroad Report

- (1) If you have two or more academic supervisors, select the one who is your main academic supervisor from the “Next Person In-charge” pulldown menu.

Confirm there are no omissions or errors in the document, then click “Submission” button.

Next Person In-charge		(select one)				
Job schedule		(select one)				
Activity	Person	School of Engineering 工学院院长 kyokou01	Actual result	Author	Work datetime	Comment
Start		School of Engineering kyokou003(shonenji)				
		School of Engineering kyokou02				
Review	Individual Superior Specification					
Advance Notice	機械コース 機械コース代表(コース事務)					
Review	機械コース 機械コース代表(コース主任)					
Decision	Student Div. Graduate Services Group					
Publish						
View	International Student Exchange Div. Group2					
View	International Exchange Team					

Submission Correct document Discard document Screen->PDF

Once you submit your document, the number on “Draft” tab will go down by one, and the number on “In Process” tab will go up by one.

★ The followings are approval work flows of the Study Abroad Report. The flows differ depending on the applicant’s degree program.



5. Approval of your Study Abroad Report

Refer to [II. Request to Study Abroad 6. “Approval of the Request to Study Abroad”](#).

6. If your Study Abroad Report is returned for corrections

Refer to [II. Request to Study Abroad 7. “If your Request to Study Abroad is returned for corrections”](#).

7. If your Study Abroad Report is denied

Refer to [II. Request a Study Abroad 8. “If your Request to Study Abroad is denied”](#).

8. Confirm the contents / approval status of Study Abroad Report

Refer to [For All Documents] [V. Confirm the contents / approval status of your document](#).

9. Amend the contents of Study Abroad Report

Refer to [For All Documents] [VI. Amend the contents of your document](#).

10. Withdraw your Study Abroad Report (Cancel study abroad or other overseas travel)

Refer to [For All Documents] [VII. Withdraw your document \(Cancel study abroad or other overseas travel\)](#).

◆ For All Documents

V. Confirm the contents / approval status of your document

The method for confirmation differs depending on the approval status, whether it is before or after final approval.

1. Confirm before Final Approval (for Request to Study Abroad, Departure Notice, and Study Abroad Report)

- (1) Click “In Process” tab with the number on it. Then select the document type on the left, and click the document number to open the document.

The screenshot shows the T2APPS interface. At the top, there are tabs: Approval, Scheduled, New, Draft, In Process (selected), List, Search, and Information. On the left, under 'In Process', there is a list of document types. 'Study Abroad and Overseas Travel - Request to Study Abroad' is selected and highlighted with a red box. The main area shows a table with one record. The document number '2023-0107' is highlighted with a red box. Below the table, there are buttons for 'To CSV Output', 'To Excel Output', 'Report data output by Excel', 'PDF report batch output', and 'Screen->PDF batch output'.

Note: If there is no number on “In process” tab, the document might have been already approved. See [V-2](#) on how to confirm after Final Approval.

- (2) You can confirm the contents of the document, and approval status by the job schedule table. See “Review” and “Decision” line in the table to confirm the status.

Approval Status case 1 : Approval by the first approver has not been done yet.

In the example below, the document has not been approved by the first approver (= academic supervisor) yet.

Job schedule				Job actual result			
Activity		Person in charge		Operation	Author	Work datetime	Comment
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2023/12/25 16:02:35	
Parallel	Serialize	Advance Notice	Dept. of Earth and Planetary Sciences	Notify	Dept. of Earth and Planetary Sciences kyouri02	2023/12/25 16:02:35	
				Notify	Dept. of Earth and Planetary Sciences rigaku 4	2023/12/25 16:02:35	
				Notify	Dept. of Earth and Planetary Sciences kyouri01	2023/12/25 16:02:35	
		Advance Notice	International Exchange Team	Notify	International Exchange Team busshitsu 4	2023/12/25 16:02:36	
Review		School of Engineering 工学院院长 kyoukou01					
Advance Notice		機械コース 機械コース代表(コース事務)					
Review		機械コース 機械コース代表(コース主任)					
Decision		Student Div. Graduate Services Group					
Delete							

Waiting for approval by the first approver

Waiting for approval by the first approver

Approval Status case 2 : Approval by the first approver has been done.

In the example below, the document has been approved by the first approver (= academic supervisor), and waiting for the approval by the second approver (= Graduate major head).

Job schedule				Job actual result			
Activity			Person in charge	Operation	Author	Work datetime	Comment
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2023/12/26 12:00:08	
Parallel	Serialize	Advance Notice	International Student Exchange Div. Group2	Notify	International Student Exchange Div. Group2 Staff of International S	2023/12/26 12:00:08	
				Notify	International Student Exchange Div. Group2 ryugaku second leader	2023/12/26 12:00:08	
		Advance Notice	International Exchange Team	Notify	International Student Exchange Div. Group2 ryugaku second A	2023/12/26 12:00:08	
				Notify	International Exchange Team busshitsu 4	2023/12/26 12:00:08	
				Review	School of Engineering 工学院院长 kyoukou01	Approval	School of Engineering 工学院院长 kyoukou01
Advance Notice		機械コース 機械コース代表(コース事務)	Notify	機械コース 機械コース代表 kogaku shokuin 1	2024/01/15 15:20:36		
Review		機械コース 機械コース代表(コース主任)					
Decision		Student Div. Graduate Services Group					
Publish							

Waiting for approval by the second approver.

Approval by the first approver has been done.

2. Confirm after Final Approval (for Overseas Travel Notice, Request to Study Abroad, Departure Notice, and Study Abroad Report)

(1) Click “List” tab (or “List” button) on the main menu. Then select the document type on the left.

If WF (=workflow) status is “Finish”, it means the document has already been finally approved.

T2APPs </> Token Tech application & approval

Approval Scheduled New Draft 1 In Process List Search

Search by keyword

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Request to Study Abroad

Working (Request to Study Abroad)

Favorites of Folders

Operation: To CSV Output To Excel Output

Report data output by Excel Excel report batch output PDF report batch output Screen->PDF batch output

15 Records Page No.1 1 2 3 4

No.	Select	Document status	Publish status	WF status	Document no.	Date of creation	Student ID	Month/ye
1	<input type="checkbox"/>	Entry	After Publish	Finish	2023-0108	2023/12/28	se001	2020/9

(2) Click the document number to open the document. You can confirm the contents, and approval status by the job schedule table. See “Decision” line in the table.

In the example below, the document has already been finally approved by the Student Division and the workflow has been completed.

Job schedule				Job actual result			
Activity			Person in charge	Operation	Author	Work datetime	Comment
Start				Start	工学院 機械系 機械コース Daigakuin KOUGAKU	2024/01/09 15:42:25	
Parallel	Serialize	Advance Notice	International Student Exchange Div. Group2	Notify	International Student Exchange Div. Group2 ryugaku second A	2024/01/09 15:42:25	
				Notify	International Student Exchange Div. Group2 ryugaku second leader	2024/01/09 15:42:25	
				Notify	International Student Exchange Div. Group2 Staff of International Student Exchange Division of Group2 B	2024/01/09 15:42:25	
	Review	Advance Notice	International Exchange Team	Notify	International Exchange Team bussuitsu 4	2024/01/09 15:42:25	
			School of Engineering 工学院院长 kyoukou01	Approval	School of Engineering 工学院院长 kyoukou01	2024/01/11 11:37:39	
Advance Notice			機械コース 機械コース代表(コース事務)	Notify	機械コース 機械コース代表 kogaku shokuin 1	2024/01/11 11:37:39	
Review			機械コース 機械コース代表(コース主任)	Approval	機械コース 機械コース代表 kyoukou004(course shunin)	2024/01/11 11:38:13	
Decision			Student Div. Graduate Services Group	Approval	Student Div. Graduate Services Group kyoumu shokuin5	2024/01/11 11:52:12	
Publish				Publish	kyoumu shokuin5	2024/01/11 11:52:12	

The Student Division has done the final approval.
"Publish" indicates that workflow has been completed.

VI. Amend the contents of your document

The method for amendment differs depending on the approval status and the items to be amended. Also, since Overseas Travel Notice, Request to Study Abroad, Departure Notice and Study Abroad Report are independent of each other, amendment made to one document will not be reflected in others.

If you need assistance, please consult the helpdesk (hakenryugaku@jim.titech.ac.jp).

1. Amend before Final Approval: Withdraw and correct document (for Request to Study Abroad, Departure Notice, and Study Abroad Report)

(1) If the document has been submitted, you need to confirm the current approval status by following the steps in [V-1](#). If the document has not been submitted yet, skip to (4).

(2-a) If the approval of your document by the first approver has **not** been done yet, click “In Process” tab and open the document.

The screenshot shows the T2APPS interface with the 'In Process' tab selected. The left sidebar lists 'Study Abroad and Overseas Travel - Departure Notice' with a count of 1. The main table shows a record with document number 2023-0137, status 'DecisionWaiting', and person in charge 'Dept. of Earth and Planetary Sciences'.

No.	Select	Status	Person in charge	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of
1	<input type="checkbox"/>	DecisionWaiting	Dept. of Earth and Planetary Sciences	2023-0137	2023/12/18	ss002	2018/4	学士課程	3-Year

(2-b) If the approval of document by the first approver has been done, contact the next approver by e-mail or other means, and ask them to return the document. Then, click “In Process” tab and open the returned document by following the steps in [II-7](#)

The screenshot shows the T2APPS interface with the 'In Process' tab selected. The left sidebar lists 'Study Abroad and Overseas Travel - Request to Study Abroad' with a count of 2. The main table shows a record with document number 2023-0109, status 'Correction InstructionWaiting', and person in charge 'Daigakuin KOUGAKU'.

No.	Select	Status	Person in charge	Document no.	Date of creation	Student ID	Month/year of admission	Program
1	<input type="checkbox"/>	Correction InstructionWaiting	Daigakuin KOUGAKU	2023-0109	2024/01/11	se001	2020/9	博士後期課程

(3) Click “Withdrawal” button

Working (Request to Study Abroad)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

[Back to List](#) [Next >](#)

[Withdrawal](#) [Mount print](#) [Screen->PDF](#) [Attached file batch](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Work type	Entry
-----------	-------

Request to Study Abroad			
Document no.	2023-0109	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

Describe where you amend in a comment box, then click “Withdrawal” button again.

Working (Request to Study Abroad)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

[Withdrawal](#) [Return](#) [Mount print](#) [Screen->PDF](#) [Attached file batch](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Comment	<div>I have replaced the guarantor consent form, because xxxxxx.</div>
---------	--

The documents withdrawn are placed in “Draft” tab.

T2APPS </> Inter-fac application & approval

Approval

Scheduled

New

Draft

In Process

List

Search

Information

Draft

All

Filter by

Study Abroad and Overseas Travel - Request to Study Abroad

1

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Request to Study Abroad

Working (Request to Study Abroad)

Operation: [To CSV Output](#) [To Excel Output](#)

[PDF report batch output](#) [Screen->PDF batch output](#)

1 Records Page No.1

No.	Select	Document no.	Date of creation	Student ID	Month/year of admission	Program	Year of study	Affiliation
1	<input type="checkbox"/>	2023-0109	2024/01/11	se001	2020/9	博士後期課程	2-Year	工学院 機械系 機械コース

(4) Confirm the items to be amended.

- If you need to amend the items other than listed below, you need to correct your application document. Follow the instructions described in (5).
- If you need to amend the items listed below, you need to discard the application documents, revise the Overseas Travel Notice, and create and submit new application documents by following the instructions described in (6)~(8).

- ✓ **Duration of activities (If the duration changes from less than thirty-one days to thirty-one days or more)**
- ✓ **Program/course (1)**
- ✓ **Purpose of travel**
- ✓ **Destination country 1**
- ✓ **Host/visiting university or institute (1)**

(5) Open the withdrawn documents in “Draft” tab and click “To re-input” (or “Correct document”) button to correct items. After making corrections, follow the same procedure you used for your initial application to file your requests again. (Skip instructions in (6)~(8).)

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

Working (Request to Study Abroad)

[Back to List](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Document is being temporarily saved.

Operation: [Amendment history](#)

To re-input

[Discard document](#)

[Mount print](#)

[Screen->PDF](#)

[Attached file batch](#)

This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0124](#).

Request to Study Abroad			
Document no.	2023-0109	Date of creation	2024/01/11
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

(6) Delete each application document by following the steps in [VII-1](#).

(7) The next step is to correct the Overseas Travel Notice. Revise the Overseas Travel Notice by following the steps in [VI-2](#).

(8) After submitting the revised Overseas Travel Notice in (7), the Request to Study Abroad and Departure Notice are automatically generated and temporarily saved in “Draft” tab. Follow the same procedure you used for your initial application to file your request and notice again.

2. Amend after Final Approval: Revise document (for Overseas Travel Notice, Request to Study Abroad, Departure Notice, and Study Abroad Report)

You must revise the document in the following cases:

- “Overseas Travel Notice”: When there has been a change in your travel period or destination (country, city, university, etc.), or your emergency contact is changed...
- “Request to Study Abroad”: When there has been a change in your study abroad period or destination, or your emergency contact is changed...
- “Departure Notice”: When you obtain a new passport, your address while abroad is changed due to moving, or your return flight is changed/decided...

(1) Click “List” tab and open the document by following the steps in [V-2](#). Confirm the items to be amended.

- If you need to amend the items other than listed below, you need to correct your application document. Follow the instructions described in (2).
- If you need to amend the items listed below, follow the instructions described in (3)~(5).

- ✓ **Duration of activities** (If the duration changes from “less than thirty-one days” to “thirty-one days or more”)
- ✓ **Destination country 1**
- ✓ **Purpose of travel**
- ✓ **Program/course (1)**
- ✓ **Host/visiting university or institute (1)**

(2) Click “Revise” button at the top of the screen. (Skip the instructions in (3)~(5).)

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

Working (Request to Study Abroad)

Operation: [Display hidden memos](#)




This Document is registered from [Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0193](#).

[Revise](#) [Print](#) [Report data output by Excel](#) [Screen->PDF](#) [Attached file batch](#) [Delete](#)

★ Favorites of Documents

Request to Study Abroad			
Document no.	2023-0108	Date of creation	2023/12/28
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

In following example, “Travel period” and “Duration of activities” are under revising.

B. Travel Information		
If the duration of activities differs from the period of acceptance, described in the letter of acceptance, enter the reason in J.Other Notes and upload the document to "Other documents" in K.Attachment.		
* Travel period	2023/12/01	<div>Travel period (Before) 2023-12-01 to 2024-03-31 ↓ (After) 2023-12-03 to 2024-03-20</div>
	2023/12/03 	
	~	
	2024/03/31	
* Duration of activities	2023/12/04	<div>Duration of activities (Before) 2023-12-04 to 2024-03-29 ↓ (After) 2023-12-05 to 2023-03-19</div>
	2023/12/05 	
	~	
	2024/03/29	
Destination country (1)	アメリカ合衆国	United States of America
Destination country (2)	<input type="text"/> 	<input type="text"/>
Purpose of travel	Study abroad / Training	

After completing your corrections, click “Entry” button.



The screen will switch to the confirmation screen, allowing you to check the information you have revised. Revisions are marked with “**[revised]**” in red as shown in the image below.

B. Travel Information		
If the duration of activities differs from the period of acceptance, described in the letter of acceptance, enter the reason in J.Other Notes and upload the document to "Other documents" in K.Attachment.		
Travel period	[revised] 2023/12/03~ [revised] 2024/03/20	* Expected departure-return date from/to Japan
Duration of activities	[revised] 2023/12/05~ [revised] 2024/03/19	* Start-end date of your program/class/research, or other relevant date
Destination country (1)	アメリカ合衆国	United States of America
Destination country (2)		
Purpose of travel	Study abroad / Training	

After confirmation, click “Submission” button. At the revised document, alphabet like “(A)” is added to the end of the document number.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

Working (Request to Study Abroad)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Select Form : 申請用 改訂用

Document has not been submitted yet. Click [Submission] bottom after checking the text.

Request to Study Abroad			
Document no.	2023-0108(A)	Date of creation	[revised] 2024/01/16
Group affiliation	工学院 機械系 機械コース	Created by	Daigakuin KOUGAKU

The document will be submitted following the same approval workflow as your initial application.

- (3) Delete each of application documents by following the steps in [VII-2](#). Also delete automatically generated Study Abroad Report following the steps in [VII-1](#).
- (4) Revise the Overseas Travel Notice by following the steps in [VI-2](#).
- (5) After submitting the revised Overseas Travel Notice in (4), the Request to Study Abroad and Departure Notice are automatically generated and temporarily saved in “Draft” tab. Please follow the same procedure you used for your initial application to file your request and notice again

VII. Withdraw your document (Cancel study abroad or other overseas travel)

If you cancel your study abroad or other overseas travel, you need to withdraw all of the documents. The method for withdrawal differs depending on the approval status of the document.

Also, since Overseas Travel Notice, Request to Study Abroad, Departure Notice and Study Abroad Report are independent of each other, withdrawal made to single document will not be reflected in others. You must complete the individual withdrawal procedures for all of them.

1. Withdraw before Final Approval: Discard document (for Request to Study Abroad, Departure Notice, and Study Abroad Report)

(1) If the document has been submitted, you need first to return the document to the status of before submission by referring to the instructions in [VI-1 \(1\)~\(4\)](#). If the document has not been submitted yet, skip to (2).

(2) Open the document in “Draft” tab and click “Discard document” button to delete it.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Study Abroad Report**

Working (Study Abroad Report)

[Back to List.](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

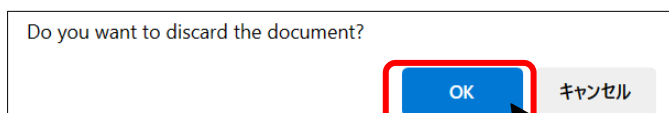
Document has not been submitted yet. Click [Submission] bottom after checking the text.



This Document is registered from [Study Abroad and Overseas Travel - Request to Study Abroad 2023-0059](#).

Study Abroad Report			
Document no.	2023-0051	Date of creation	2024/01/19
Group affiliation	生命理工学院 生命理工学系 生命理工学コース	Created by	Graduate Student Life Sciencee 3

(3) Click “OK” button.



If the screen changes to the status inquiry screen, you have successfully deleted the document.

2. Withdraw after Final Approval: Delete document (for Request to Study Abroad, Departure Notice, and Study Abroad Report)

In order to delete the document after final approval, you need to submit the document following the same approval workflow as your initial application.

Note: The document after final approval can not be returned to before final approval.

(1) Click “List” button on the main menu and open the document.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Request to Study Abroad

Working (Request to Study Abroad)

Operation: To CSV Output To Excel Output

Report data output by Excel Excel report batch output PDF report batch output Screen->PDF batch output

15 Records Page No.1

No.	Select	Document status	Publish status	WF status	Document no.	Date of creation	Student ID	Month/year c
1	<input type="checkbox"/>	Entry	After Publish	Finish	2023-0059	2023/08/28	sls003	2016/4

(2) Click “Delete” button at the top of the screen.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - Request to Study Abroad

Working (Request to Study Abroad)

[Back to List.](#) [Next >](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Select Form : 申請用 改訂用

Operation: Display hidden memos

This Document is registered from Study Abroad and Overseas Travel - Overseas Travel Notice 2023-0095.

Revise Print Report data output by Excel Screen->PDF Attached file batch Delete

★Favorites of Documents

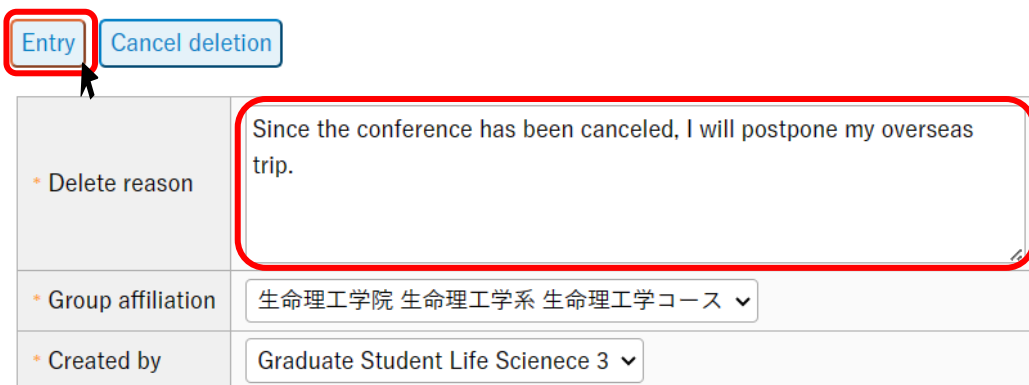
Request to Study Abroad			
Document no.	2023-0059	Date of creation	2023/08/28
Group affiliation	生命理工学院 生命理工学系 生命理工学コース	Created by	Graduate Student Life Scienece 3

(3) State your reason for deleting the document, and click “Entry” button again.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

[Working \(Request to Study Abroad \)](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).



* Delete reason	Since the conference has been canceled, I will postpone my overseas trip.
* Group affiliation	生命理工学院 生命理工学系 生命理工学コース ▼
* Created by	Graduate Student Life Sciencee 3 ▼

(4) Confirm the delete reason you entered, and then click “Submission” button.

TOP - 事務局 - 学務部 - 留学生交流課 - Study Abroad and Overseas Travel - **Request to Study Abroad**

[Working \(Request to Study Abroad \)](#)

Have inquiries? Please feel free to ask the International Student Exchange Division (hakenryugaku@jim.titech.ac.jp).

Select Form : [申請用](#) [改訂用](#)

Document has not been submitted yet. Click [Submission] bottom after checking the text.

Delete reason	Since the conference has been canceled, I will postpone my overseas trip.
Group affiliation	生命理工学院 生命理工学系 生命理工学コース
Created by	Graduate Student Life Sciencee 3



Submission	Register delete reason	Cancel deletion	Mount print	Screen->PDF	Attached file batch
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Request to Study Abroad			
Document no.	2023-0059	Date of creation	2023/08/28
Group affiliation	生命理工学院 生命理工学系 生命理工学コース	Created by	Graduate Student Life Sciencee 3

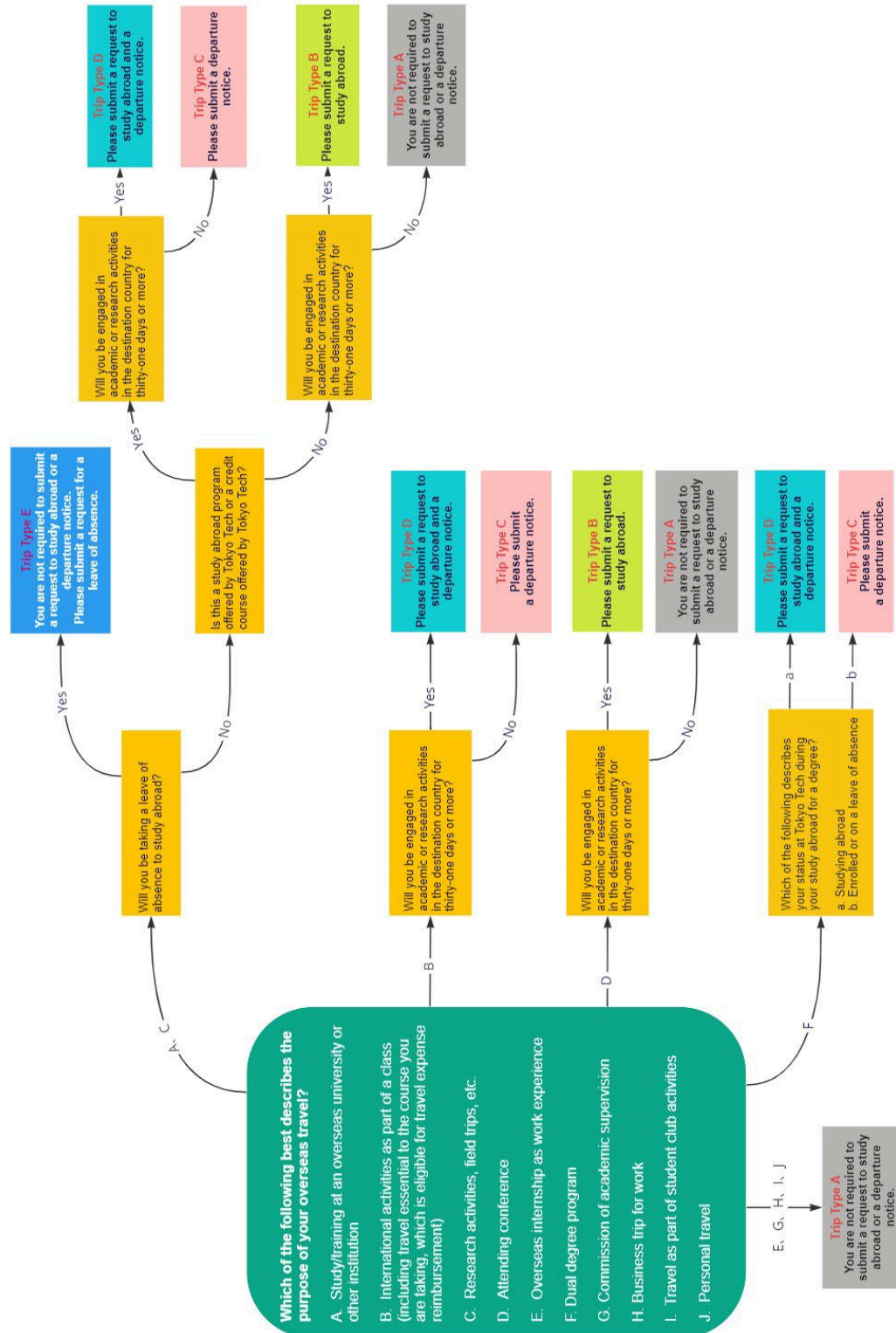
If the screen changes to the status inquiry screen, the approval workflow starts again (academic supervisor → department chair/graduate major head → the Student Division).

Once the final approver (the Student Division) approves, you have successfully deleted the document. Those involved in the workflow will be notified by e-mail that the document has been deleted.

Travel Type Finder

Travel Type Finder

This flowchart shows whether or not a student is required to submit a request to study abroad and a departure notice. The overseas travel notice must be submitted by all students departing from Japan, regardless of the type of travel.



Note 1: Even if the above chart indicates that you are not required to submit a request to study abroad, when your school, department or graduate major determines that you need to change your status to "studying abroad," you must submit a request to study abroad. (Trip Type B)
Note 2: Even if the above chart indicates that you are required to submit a departure notice, it may not be required at the discretion of the program/class administrator.

Travel Type and Required Documents to Submit

The following table shows the documents you must submit for each travel type as identified with the Travel Type Finder on the previous page.

Travel Type	Milestone for starting overseas travel procedures	Required Documents to Submit				
		Overseas Travel Notice	Request to Study Abroad	Departure Notice	Study Abroad Report	Request for a leave of absence
Type A	At least two to four weeks prior to travel	○				
Type B	At least two to three months prior to travel	○	○		○	
Type C	At least one to two months prior to travel	○		○		
Type D	At least two to three months prior to travel	○	○	○	○	
Type E	At least one month prior to travel	○				○