

# Four documents can be submitted through Rakuraku WF II

(Submit at least 2-3 months prior to travel)

(Submit once all the required documents are ready after returning to Japan)

(Submit once your overseas travel plan is finalized)

## 1. Overseas Travel Notice

**Every student must submit this form first**

**All students leaving Japan must submit** this document regardless of the reason they are traveling. This applies to students studying abroad as well as to students attending conferences, traveling for pleasure, and international students temporarily returning to their home countries.

When making an **overseas travel notice**, the system automatically determines whether or not the student needs to submit a **request to study abroad** or a **departure notice** depending on the purpose and duration of the trip.

## 2. Request to Study Abroad

**Submit this if your travel will last thirty-one days or more and includes activities in a foreign country related to education or research**

If it is automatically determined that a **request to study abroad** is required, its form will be automatically generated and temporarily saved in the system at the same time as the **overseas travel notice** is submitted.

(Submit at least 2 weeks prior to travel)

## 3. Departure Notice

**Submit this if you are traveling for an Institute's study abroad program**

If it is automatically determined that a **departure notice** is required, its form will be automatically generated and temporarily saved in the system at the same time as the **overseas travel notice** is submitted.

## 4. Study Abroad Report

**All students who have submitted requests to study abroad must submit this form after returning to Japan**

Once the Student Division approves your **request to study abroad**, a **study abroad report** form is generated automatically and temporarily saved in the system.