Guide for
Safe Overseas Study

July 2014
International Office, Tokyo Institute of Technology
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Introduction

You are probably full of excitement and happily anticipating new experiences as you read this guide. No doubt you are also making various plans that may turn out to be lifelong memories.

There is something we want you to know before your trip: Traveling overseas without possessing accurate background information is risky. Thinking that the common sense ways followed in your home country or Japan are observed overseas can lead to unexpected situations.

We had the above in mind when we compiled this guide meant to ensure that your overseas studies are fun, safe and meaningful. Making preparations is crucial before you travel so that there is no need to panic when something comes up. Please keep this guide on hand and use it for your travel preparations and as a reference while overseas. Please also give your family members a copy.

Note, however, that the information contained herein refers to other countries in general, and that the details will differ depending on where you travel. Please also note that you will need to gather information yourself about particular situations.

I. Trip Preparations
1. Gather information about your destination

Tokyo Tech uses the travel warnings posted by the Ministry of Foreign Affairs of Japan as one criterion for deciding whether travel is advised. In many countries and regions, the security situation is deteriorating to an extreme degree, making it unwise to travel there. Particular caution is required if you do plan to travel to high-risk areas.

The Ministry of Foreign Affairs of Japan uses the four categories of risk information explained below about countries and regions on its overseas safety website (http://www.anzen.mofa.go.jp). It indicates the level of risk of traveling to a particular country or region due to a disaster, public disturbance or other emergency situation.

Tokyo Tech refers to that information to make the following decisions. Please promptly comply when Tokyo Tech issues guidance, and make safe travel a priority when planning overseas studies, in particular by avoiding high-risk locations.

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>MOFA's recommendations</th>
<th>Tokyo Tech's guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exercise caution.</td>
<td>Go ahead with the trip, but be cautious.</td>
</tr>
<tr>
<td>2</td>
<td>Avoid non-essential travel.</td>
<td>In principle, cancel or postpone your trip.</td>
</tr>
<tr>
<td>3</td>
<td>Avoid all travel.</td>
<td>Cancel your trip. If overseas, return to Japan.</td>
</tr>
<tr>
<td>4</td>
<td>Evacuate and avoid all travel.</td>
<td>Cancel your trip. If overseas, return to Japan immediately.</td>
</tr>
</tbody>
</table>
2. Research crime methods and crime prevention strategies

There have been many instances of people getting caught up in accidents or criminal incidents, even in countries and regions where public order is comparatively secure and which are not considered risky. You can prevent most crimes such as pickpocketing and bag snatching by being cautious about how you handle your valuables and carry your luggage. Please refer to section III, “Examples of Crimes,” on page 13, which includes stories of Tokyo Tech students who became victims, and take care to avoid becoming one yourself.

Always provide information about your travel schedule, emergency contacts (your host university’s departments and personnel in charge, overseas diplomatic offices, your lodging information, police, hospitals, fire department) and your cellphone number to contacts in Japan and your home country (university, family members, etc.). In addition, periodically get in touch with Tokyo Tech (academic advisors, academic supervisors and departments in charge of your program) and your family.

Keys to avoid trouble

① Participate in the pre-travel orientation sessions the Center for International Education holds for students around June each year.

② Research local crime trends and public safety conditions (for example, by checking the U.S. crime map as well as the Ministry of Health, Labour and Welfare Quarantine Information Office’s FORTH website (http://www.forth.go.jp) for information about vaccinations for overseas travel and communicable diseases (such as yellow fever, dengue fever, malaria and rabies) to be fully aware of risks that may arise. Get vaccinated for any infectious diseases common at your destination. Depending on the type of vaccination, you may need to get vaccinated multiple times with interim periods of several weeks. When planning to travel overseas, consult a medical facility that has an overseas travel clinic or quarantine station about the types of vaccinations and vaccination schedules as early as possible (ideally, three or more months before departure).

③ Imagine possible risky situations and how you should act if they occur.

④ Check your health (obtain advice from the Health Support Center and undergo a physical exam).

⑤ Make sure your schedule leaves time to spare.

⑥ Choose programs whose sponsors are registered as class 1 travel agencies (designated as “Japan Tourism Agency commissioner-accredited travel operator number ○○○”).

⑦ Avoid flights that arrive or depart at night (8 p.m. or later) or early in the morning, as well as late-night travel on local buses or trains. When you must take a flight that arrives after 8 p.m., make arrangements to have someone you can trust to pick you up at the airport or to stay at a hotel with rigorous security in the airport or nearby, and travel the next day.

⑧ When deciding on lodging, choose neighborhoods with good public security and stay at hotels with rigorous security. We strongly recommend avoiding staying at youth hostels and YMCA institutions.

⑨ Do not take ride in unlicensed cabs or vehicles of people you don’t know. Be wary of people who
approach you and say they are cheaper or can get you to your destination faster. Catch rides at official taxi stands instead.

⑩ Depending on your travel destination, the weather can change considerably during the dry or wet seasons. Gather information about weather conditions and prepare for them.

⑪ Write down contact information of supervisory faculty, the department handling your program, family members, overseas diplomatic offices, and your insurance and credit card companies, among others, so that you can quickly get in touch with them in an emergency (use Form 3: Emergency Contacts).

⑫ Prepare against theft/loss of your passport by taking items such as portrait photos (or their negatives) and necessary ID documents—which will be needed to get your passport reissued—with you.

⑬ Make sure to buy overseas travel insurance (preferably travel insurance that Tokyo Tech recommends) for the entire period you will be traveling. In addition, always keep your insurance card with you, since you may not be able to obtain treatment in case of sudden illness or injury depending on your destination country if they cannot reliably confirm that treatment costs will be recovered, and due to the possibility that treatment may be limited to the bare minimum. Give your family a copy of your insurance card as well and explain the details.

3. Research local laws and regulations

Each country has its unique rules and regulations, but for the most part the items described below are common to most countries. Before travelling, make sure to do an in-depth research on the country or countries you will be traveling to and be careful not to violate their rules and regulations.

(1) Expiration dates for visas and passports
You need to acquire visas suited to the purpose and period of your travel. Note, however, that there are also countries that exempt you from acquiring a visa in case of specific objectives and durations, such as short-term stays for tourism. Additionally, depending on the country, you may also be refused to enter the country or not be issued a visa when trying to acquire one if there is less than a specified amount of time remaining before the expiration date of the passport you possess.

(2) Foreign exchange controls
Some countries strictly control foreign exchange, severely restricting the amount of foreign currency that can be brought in when entering or out when leaving the country. In some countries, there were instances when currency was confiscated when leaving the country for violation of these regulations. There are also countries that restrict the amount of local currency that can be converted to foreign currency.

(3) Clearing customs
Few countries allow narcotics or weapons, such as firearms, to be brought in or taken out. Most countries also have quarantine measures that restrict the fauna (including meat and fish) and flora that can be taken in or out. Additionally, there are countries that require you to declare on entry to bring in precious metals, electronics or other items, and in such cases you will need to provide accurate declarations and carefully
keep the customs receipts until you depart the country.

(4) Restrictions on shooting photos
For reasons of national defense, many countries prohibit taking photos of border, military, airport, port and other facilities. There are also countries where permits are required to photograph such things as public facilities or art museums. In some cases cameras have been confiscated or people have been detained by the police because photos were inadvertently taken in prohibited areas.

4. Research local manners and customs
Handle issues pertaining to religion with particular caution. There are quite a few countries in which religion has a major role not just in manners and customs, but throughout society as well. Such countries have many laws that include stipulations pertaining to religion, with strict punishments if you engage in conduct insulting to their religion or disturb religious ceremonies. Many countries also expect visitors to follow local customs regarding clothing. For example, take particular care to avoid exposing excessive skin when visiting religious facilities, and show respect toward religion.

You also need to be cautious about manners and customs that are unrelated to religion. Researching and understanding everything about a country’s manners and customs is impossible, but the important thing is to show respect for local manners and customs and be careful in your words and actions. Do what you can to understand your destination’s politics, society, culture, relations with your home country, and its citizens’ image of your country.

5. Research local health and medical systems
This varies according to the host university, but some may request you to submit your health certificates. Even if no health certificate is requested, we recommend that you undergo a health checkup before traveling so that you are aware of your health.

If you have a history of previous illnesses or are receiving outpatient care, consult a physician regarding whether you can tolerate life overseas. When you travel, bring medical certificates for any illnesses you suffer from (refer to reference material 1 for a sample in English), a medical referral letter in English, and your prescriptions—written in English—along with you. Please also prepare for unforeseen circumstances by submitting the above documents to the department in charge of your program, and convey the information to your host university as needed.

Since overseas travel insurance does not cover dental care, we recommend that you get any dental work done before studying abroad, since treatment costs are expensive in many cases.

Additionally, you will need to find out which vaccinations are needed if you are traveling to areas where infectious diseases have broken out, even if only on a small scale, as well as what you will need to be particularly careful about to maintain your health locally. It is important to devise strategies in advance.

Moreover, gathering information about local medical facilities is crucial so that you can quickly deal with
sudden illnesses or injuries.

Please note that, if symptoms such as a high fever appear within a month after you return home, you may have been infected with an infectious disease where you traveled. If that occurs, promptly get a checkup at an MHLW-authorized medical facility that handles infectious diseases when the symptoms are in their early stage, and provide information about where you traveled, for you may not receive the correct diagnosis if you do not provide your travel history.

6. Enroll in overseas travel insurance

Be sure to enroll in overseas travel insurance which provides ¥30 million or more in coverage for medical treatment or aid and ¥100 million or more in coverage for personal liability (preferably travel insurance that Tokyo Tech recommends) to prepare against situations involving accidents, incidents and illnesses. (Just overseas travel insurance that comes with your credit card, Gakkensai, or liability insurance coupled with Gakkensai, is not permitted.) Please prepare for unexpected situations by giving your family a copy of your insurance card as well.

Immediately consult your insurance company (people covered by risk management services should contact the support desk) when matters that insurance might cover arise. If you are asked to pay compensation because, for example, you damaged a shop’s merchandise, do not try to resolve things on your own. Instead, have the insurance company or the risk management support desk handle things. Be sure to collect documentation needed to claim insurance benefits. Because there will be some documents that can only be obtained locally, we recommend that you confirm what type of documentation will be required to make an insurance claim.

**We strongly recommend that you always keep your insurance card with you.** Depending on your destination, you may not be able to receive treatment or treatment may be limited to the bare minimum in case of sudden illness or injury if the hospital cannot reliably confirm that treatment costs will be recovered.

If local medical facilities cannot handle your care in the case of emergencies such as serious illness or injury overseas, you may be transported to a hospital in a nearby country. We recommend you to enroll in overseas travel insurance that includes emergency transport services to prepare for such situations.

Japan Educational Exchanges and Services’ Gakkensai is an insurance policy that provides compensation for harm (bodily injuries) you suffer due to accidents at your destination, but it does not cover illnesses. Liability insurance coupled with Gakkensai applies when you cause an injury to other people or an accident that cause property damage at your destination.

The coverage Tokyo Tech Co-op’s comprehensive mutual insurance offers students is not enough to pay high medical care costs incurred overseas.

For details about overseas travel insurance that Tokyo Tech recommends, refer to the following website. (Procedures for Overseas studies website: https://www.titech.ac.jp/english/enrolled/abroad/procedures/)
7. Enroll in risk management services
Unexpected accidents or situations may occur overseas even when you are being cautious. The university and departments that implement overseas programs have therefore enrolled in a risk management services program to prepare for instances in which students abroad experience difficulties in their student life, including questions related to health. If you are eligible, you will be provided information about the details separately and should enroll in the risk management services. In that case, Tokyo Tech pays the cost of services provided to the university, but you are asked to pay for the consultation services that will be provided to you 24 hours a day, all year round.

If you are eligible and enrolled in the risk management services and become involved in an accident, incident or other emergency situation overseas, first contact the year-round, 24-hour support desk, which can be accessed in English.

8. Others
• Participate in the pre-travel orientation sessions the Center for International Education holds for students around June each year, and be sure to submit your Planning Report (Form 1) and Letter of Commitment (Form 2) to the department in charge of your program.
• Some Tokyo Tech overseas study procedures are handled at the Student Division, and others through the department in charge of your program. Please refer to the following website for details.
  (Study Abroad website: https://www.titech.ac.jp/english/enrolled/abroad/guide.html/)

II. Precautions while Staying Overseas
1. Health management
Factors known to affect health overseas include differences in weather conditions, time zone and food, and psychological stress. You become more susceptible to local infectious diseases (communicable diseases) when you are not healthy. Additionally, poor health can make your thinking processes fuzzy, which makes it more likely that you will have an accident. Please follow the health management strategies indicated in (1) through (3) below.

(1) Foods and beverages
Please be careful about the following and take care to eat balanced meals.

<table>
<thead>
<tr>
<th>Water and ice</th>
<th>Avoid tap or well water. Drink only water from sealed bottles. Avoid ice made with tap or well water. Be careful, even at restaurants, of shakes, smoothies, and drinks that contain ice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetables</td>
<td>Avoid raw vegetables. Eat food that is cooked and served hot.</td>
</tr>
<tr>
<td>Dairy and egg products</td>
<td>Eat food that has been cooked thoroughly. Avoid food that has been left for long periods at room temperature.                                                                 grounds.</td>
</tr>
<tr>
<td>Fish and meat</td>
<td>Eat food that is cooked thoroughly and served hot. Avoid raw or undercooked meat and fish.</td>
</tr>
</tbody>
</table>

(2) Travel, sleep and rest
The cumulative fatigue that results from traveling to numerous locations over short periods of time is apt to leave you vulnerable to illness. Put together a schedule that matches your individual stamina.

Getting enough rest and sleep is also important in guarding against illnesses in areas where different kinds of communicable diseases exist.

(3) Infectious, communicable and endemic diseases
There is a risk of infectious diseases such as malaria or dengue fever in tropical regions. Even after your trip has begun, be aware of diseases common to the areas where you are travelling, and do your best to guard yourself against them.

**Countermeasures**
- Get vaccinated after arriving at your destination if the necessary vaccines are unavailable in Japan.
- Take steps to prevent infection from infectious diseases carried by animals or insects, such as by using mosquito nets and bug spray and wearing clothing that does not expose your skin. In addition, avoid touching animals, as they may carry a range of infections and diseases which can be transmitted to humans.
- Avoid tap water and raw food, and eat at establishments with good hygiene conditions. Rigorous precautions are especially necessary when communicable diseases are prevalent.

2. Understanding the local medical care situation
After you arrive at your destination, make sure to find out what hospitals are located where, whether appointments must be made in advance, whether you can use insurance, where you can buy medicine, and how to call an ambulance in case of sudden illness. Moreover, if you have existing conditions, make sure to bring English versions of your medical certificate (refer to reference material 1) and instructions regarding your prescription medication, and decide who your regular doctor will be. In such instances, bring a medical referral letter from your doctor.

Students can undergo examinations at the health center of the host university. We recommend that right after you arrive, you find out where the host university’s health center is located and how to use it.

When you want to undergo an examination, it is probably best for people who have signed up for risk management services to contact the support desk and request an appointment at a hospital where cashless transactions are possible. Others should contact their insurance company to request an appointment at a hospital where cashless transactions are possible. Please keep in mind that you sometimes cannot go directly to a large hospital for a checkup.
3. Driving

**Refrain from driving while overseas.** It may cause problems such as tiresome procedures, liabilities and costs in the case of traffic violations or accidents. *Overseas travel insurance does not cover individual liabilities and you will have to pay for the costs incurred if a traffic accident is deemed to be your fault.* It is important to investigate local traffic conditions and rules in advance if you must drive.

Additionally, if you become involved in a traffic accident, directly negotiating by yourself may cause more trouble. It is important to immediately contact the police, emergency services, the insurance company (or the risk management support desk), the rental car agency, etc., and to avoid discussion among the parties that are directly involved.

4. Registering with the diplomatic office at your destination

Please comply with your home country’s laws and register with the diplomatic office at your destination, so you can receive information on safety and security, protection, and assistance with evacuation in case of an emergency such as a natural disaster or an act of terrorism. It is also important to periodically obtain information about risks from overseas diplomatic offices’ websites and other reliable sources during your stay.

5. Understanding the risk management systems at your host institution

Learn about risk management systems at your host institution and participate in local orientations.

It would also be helpful to familiarize yourself with your host institution’s risk management system and emergency communication procedures and inform them to the department in charge of your program at Tokyo Tech.

Make sure you inform the department in charge of your program and your family if you enroll in any insurance policies following your arrival.

6. Emergency contact

You will need to seek assistance if your life is in danger due to a criminal incident, accident, natural disaster or other factor. To prepare for various situations, be sure to take the Emergency Contact List (Form 3) with you when you go out. Keep in regular contact with Tokyo Tech and your family.

Make sure to give representatives at your host university your emergency contact information (the support desk if you have signed up for risk management services) and be prepared to carry out the emergency communication procedures described in ① through ④ below, which are based on the Risk Management and Response System For Studies and Research Abroad (Attachment 1).

① Call your host university’s emergency contact and act according to their instructions.
② Contact and consult with Tokyo Tech and your host university based on the Risk Management and
Response System For Studies and Research Abroad (Attachment 1), or the support desk if you have signed up for risk management services. Prepare for instances in which you cannot call people yourself by asking your host university or an overseas diplomatic office to contact Tokyo Tech and your family for you.

③ Act according to the instructions from the overseas diplomatic office.
④ Contact your insurance company (or the risk management service support desk).

7. Trouble related to theft, fraud, robbery, customs, and religion
(1) To avoid trouble
Incidents and accidents can be prevented in most cases by familiarizing yourself with your destination’s public security situation, crime trends and methods, and laws and customs. Learn about what crimes might occur and use crime prevention strategies described in section III, “Examples of Crimes.”

(2) When confronted by theft, fraud or robbery
・ If you incur property losses due to theft, fraud or a similar event, first notify the police of the facts and obtain a police report. You will need the police report for insurance claims, to have your passport reissued, and for other procedures.
・ If you were assaulted or robbed after being drugged with sleeping pills, there is a possibility of side effects, even if your symptoms are mild. Don’t diagnose yourself—get checked at the nearest hospital.
Note: Most criminals carry weapons. If you are unexpectedly caught up in a crime, remember that staying alive is the most important thing. Do not resist a criminal’s demands unless you have no other choice.

8. Emergency situations such as conflicts, riots, coups and terrorism
(1) Avoiding emergency situations
① Do not go near dangerous locations
The most important point in avoiding emergency situations is to stay away from dangerous locations. Develop an interest in the international situation when you have decided to travel. If you are aware that risks exist at places you will visit, do not travel there or promptly get away from there once you become aware of the risks.
② Follow the latest information while traveling
Even in countries or areas where security is considered comparatively good, there are instances in which terrorism, street protests, riots, and other incidents occur abruptly and cause public security to deteriorate. Seek out information from TV, radio, Internet and other sources at your travel destinations to stay informed. NHK’s overseas TV and radio broadcasts regularly air information about safety overseas.

(2) When an emergency situation occurs
① While indoors
If you find out that an emergency situation exists while indoors, first phone or otherwise inform your home country’s embassy or consulate that you are in the area. If you are unable to provide information about your situation, stay calm and remain where you are if you are safe.

Avoid behavior that could call attention to you, such as by looking out the window to check the situation. Stay indoors if you are safe there, shut your windows, turn off the lights and wait in the safest place possible.

While outdoors

- Terrorism or riots in your vicinity can create a chaotic situation. If you are outdoors, do not panic, stay away from the mobs, and quickly get to a safe location.
- If you are traveling by car, turn around and drive back to a safe location. If you are on foot, move quickly to a safe building or a shop and then contact your home country’s embassy or consulate.
- Under no circumstances should you join in the disturbances out of curiosity.

III. Examples of Crimes

(Sources: Kaigai Anzen Tora no Maki ("Essential Safety Tips for Overseas Travel"), Ministry of Foreign Affairs; Tokyo Tech questionnaire regarding trouble during overseas studies)

We will begin with information about incidents involving Tokyo Tech students. Be aware that there is always the possibility of getting into trouble overseas and that you need to act prudently to avoid it.

Stories and advice from Tokyo Tech students who have studied abroad

- My digital camera was stolen at a shop, but I received nearly full compensation when I submitted a claim to the insurance company.
- I was hospitalized for food poisoning, but I had insurance that compensated me for everything.
- I caught the flu and received a checkup at a hospital. It cost more than the insurance compensation I received.
- Do not drink too much at parties, and do not take your eyes off your drink, because drugs are sometimes added while you are not looking.
- Bag snatching is quite frequent at parties, so leave your luggage at the coat check or in the locked room of a friend you trust.
- People tend to get careless once they get used to a place, but you should not take your eyes off your bags on the bus or subway, and even on campus.
- Ignore beggars.
- Stay away from vacant areas and avoid going out at night.
- Do not touch food or drink that strangers offer you for free, because they might contain drugs.
- Do not carry valuables in places that are easy to see.
- Wear the same kind of clothing that local people do, and behave as they do.
- No matter how cautious you are, there is no such thing as being overly cautious.
The following are crime cases and advice from the Ministry of Foreign Affairs’ "Kaigai Anzen Toranomaki" ("Essential Safety Tips for Overseas Travel"). The cases underlined indicate that Tokyo Tech students encountered similar trouble.

1. Property crimes
   (1) Pickpocketing
   **Case 1: On the street**
   While walking on the street, a person eating ice cream bumped into me, getting ice cream on my clothes. Feigning kindness, the person wiped the ice cream off my clothing. I later realized that my wallet was pickpocketed. (Paint, ketchup and mustard have been used in similar ploys.)

   **Countermeasures**
   Criminals watch to see when targets drop their guard. Be aware of your surroundings and people who might be watching you closely. Be firm and do not let you guard down if someone tries to do something suspicious to you.

   **Case 2: In a vehicle**
   While surrounded by a group of people while on a bus, I was jostled every time the bus swayed and pushed each time passengers got on or off. I realized later that my wallet had been stolen.

   Unbeknownst to me while on the train or plane, my belongings—including my wallet, passport, laptop and digital camera—had been stolen.

   **Case 3: While shopping**
   The person in front of me stumbled when getting off the escalator and stopped in his tracks, causing me to also stop dead and the person immediately behind to bump into me. I later realized that my wallet was taken.

   **Countermeasures**
   • Do not to keep valuables in places where they are easy to steal, such as a bag, jacket or pants pockets.
   • Check your possessions immediately if you have been pushed or jostled in unnatural ways while in a vehicle, department store or other crowded place.

   (2) Bag theft
   **Case 1: In an airport or hotel lobby**
   • The bag I placed on the cart in the arrivals lobby was snatched while I was picking up the suitcase I’d checked in during the flight.
   • The bag I put down next to me was snatched as I greeted the people who came to pick me up.
The bag I put down next to me was snatched as I took care of check-in procedures at the hotel front desk.
My bag was snatched as I underwent a body search during the departure security check.

**Countermeasures**
Do not let go of your bag unless you absolutely have to, and in such cases, place it so that your body is touching it. If your legs are not touching it, it might get stolen even if you place it between your legs.

**Case 2: In a restaurant**
- The bag I placed on the table to save a seat was snatched when I went to get food at a buffet-style restaurant.
- The shoulder bag I hung over the chair while I was eating was snatched.

**Countermeasures**
- Place your bag so that it is up against your body as you eat. Position your bag so that it can’t be stolen even if you get caught up in the meal or conversation. In some restaurants, you may be asked to leave large backpacks at the cash register, so pack your valuables in a small bag so you can keep with you at all times.
- Do not let your guard down even in a high-class hotel restaurant. Such places tend to draw criminals because there are many wealthy customers.

**Case 3: When someone distracts you**
After boarding a train, I was waiting for it to depart when someone on the platform tapped on the window. His accomplice on the train snatched the bag from my side when I turned to the window.

**Countermeasures**
Always keep your belongings in sight. If something has happened around you that draws your attention, first check your possessions thoroughly.

**Case 4: While on the Internet in a library**
I placed my cellphone on the desk while using the Internet in the library. After a while I realized that my phone was gone. The thief could not be identified because the security camera’s picture was too fuzzy.

**Countermeasures**
Never take your eyes off your possessions, and keep small items in your bag.

**Case 5: During a party**
The jacket I took off at a party was stolen.

**Countermeasures**
Either check your possessions at the cloakroom or carry them with you at parties or other venues where there are many people.
(3) Bag snatching

**Case 1: On the street**
While I was walking, a pair riding a motorcycle snatched the bag containing my camera that I had slung over my shoulder.

**Countermeasures**
When walking on the street, stay away from the shoulder of the road, and do not carry things in your hand on the road side. Purse-snatchers driving motorcycles or cars usually attack from behind, so always hold your things in front of your body. If your bag is snatched, let go to avoid getting dragged.

**Case 2: At a subway or bus door**
I was standing by the door inside a subway train when a person who was sitting nearby grabbed my bag and jumped off the train just as the doors were closing. I couldn’t do anything because the doors shut immediately.

**Countermeasures**
- Avoid standing or sitting near train or bus doors. When it is crowded and there is only room near the doors, hold on tight to your belongings so that they can’t be easily snatched.
- Use a bag that can be slung diagonally across your shoulder instead of a handbag, and if you have a backpack hold it in front of you. In addition, put your wallet deep down in your bag and place only as much cash as you need in your pants’ pocket.

(4) Other theft techniques

**Case 1: At a university dorm**
My laptop was stolen because I did not lock the door; I thought it was safe in a university dorm.

**Case 2: In a hotel room**
I locked my passport, cash and other valuables in my suitcase, which I left behind in the room when I went out. A burglar came in, broke the suitcase’s lock, and stole my valuables.

**Countermeasures**
Always store your valuables in a hotel safety deposit box rather than in your room. However, you may also need to manage them on your own if you have doubts about the hotel’s security system. Taking care of the key for the safety deposit box in your room is your responsibility; take it with you when you go out. Leaving the key at the front desk with your room key is the same as saying, “Please open it up.”

**Case 3: Daytime in the city**
I was threatened with a broken bottle and robbed.

**Countermeasures**
As a strategy against robberies, carry small amounts of cash on you separately from your wallet. Stay away
from dangerous locations and areas even during the day.

**Case 4: Items stolen from inside a car**

- I parked on the street in a shopping district, and when I returned, the car's lock had been broken, and everything inside had been stolen.
- Thinking it would take only a few minutes to take some pictures, I left the car door unlocked, and the bag I left in the car was stolen.

**Countermeasures**

Avoid parking on the street. Close the windows, lock the vehicle, and do not leave valuables in the car even when stepping away for a few minutes. Even if you put your bag in the trunk, the trunk may be forced open if you were seen doing so.

(5) Gambling hustles (cheating at cards)

**Case**

A stranger came up to me while I was sightseeing and told me his younger sister was going to go to Japan soon and that he wanted me to tell her about Japan. I was invited to his house, but his sister was out. I was invited to play cards until she returned home. Once I got used to the game, he taught me how to cheat and said, "A rich guy is coming over now to hang out, so let's clean him out." The "rich guy" soon arrived to join the game. We continued to win as planned, at which point the rich guy bet a large amount. When I told him I did not have the funds to match the bet, he said that I should buy gold with my credit card. The game was put on hold and I was taken to a jewelry shop. I was forced to buy precious metals, which were then placed as the bet. I ended up losing, and it was a considerable loss.

**Countermeasures**

Swindles involving cheating at gambling have occurred primarily in Southeast Asia these past several years, and many people have encountered serious trouble through this and similar techniques. There are various kinds of initial come-ons, but in most cases the pitch is meant to give people a sense of familiarity (as in the example cited, by showing an interest in your home country’s culture or having friends from your home country). The people other than the victim are all connected behind the scenes in gambling hustles. You should never lightly trust people who casually start talking to you in English, Japanese or your native tongue. And under no circumstances should you go to that person’s home. Clearly, unhesitatingly say "NO" and walk away if you sense danger.

(6) Fake guides and greeters

**Case**

While on a commercial business trip, I went to the meeting place at the airport. A person was there holding a sign with my name on it. He said something like he was from the travel agency or the company that I was
there to visit on business and had come to meet me, so I got in his car. After being taken to a cheap hotel near the airport, I was taken to a restaurant and club and ultimately extorted out of a large sum for a range of expenses.

Notes:
1. Scammers create fake greeter signs after looking at the tags attached to the target’s suitcase or reading the sign the real greeter is holding, and they stand in a place more prominent than where the actual greeter is.
2. In other cases, weapons have been pulled, and robbery attempts have been made inside the car.

Countermeasures
Confirm the name, age, features and company name of the person that will be meeting you beforehand, and request that the person show ID when you arrive. It is also vital to contact the travel agent or your local contacts if a different person shows up and tells you that plans have changed. The safe bet is to avoid attaching tags to your belongings that identify you as a traveler at a glance.

(7) Police impostors

Case
I was touring the city when a man approached and requested that I exchange money. I refused, saying "No change," but was at a loss when he kept hanging about. After a while another man approached, showing something that looked like a police ID (it was fake), and drove the man off. He then demanded that I show him my passport and wallet on suspicion of black market money changing. I handed over my passport and wallet, which were returned to me after he checked the contents. When I checked my wallet after returning to the hotel, though, the large-denomination bills had been stolen.

Countermeasures
● Criminals look for opportunities when a person is distracted either because hearing the word “police” puts that person at ease or, conversely, make the person apprehensive even if he/she has committed no crime. There are even fake police who wear uniforms. Thoroughly checking the police ID you are shown is a matter of course, but barring extreme circumstances, police in many countries do not inspect belongings on the street. Take a firm attitude and deal with things calmly if there is anything suspicious, stressing that you would like to have another police officer present or that you will contact your embassy or consulate.
● Note that there have been examples of real police officers deceiving tourists with similar techniques. These instances are rare but do occur in some countries. If you happen to encounter such a situation, calmly check the name on the police ID (or name tag) and the officer’s facial features, which will be useful when filing a damage claim.

(8) Clip joints

Case
When I exited a restaurant, a stranger speaking broken Japanese invited me to sing karaoke. I was taken to a karaoke bar in a taxi. After drinking just a little beer, I was forced to pay an exorbitant charge.

**Countermeasures**
- There are dining establishments with similar methods even in Japan, but there are cases of people letting down their guard and lightly accepting invitations overseas. You should not easily accept invitations from strangers.
- Try to remember the shop’s name and location, and report it to the police if you become a victim.

(9) Credit card fraud

**Case**
I paid with my credit card but signed without checking the amount and returned to Japan without obtaining a receipt. I got a bill with an amount that had one too many digits.

**Countermeasures**
Be sure to choose establishments with good reputations when purchasing expensive items. Even in reliable shops you should look closely at the items, check that there are no mistakes in the monetary amounts and other details, and always obtain receipts when using a credit card.

(10) Drugging-robberies

**Case 1**
I became friendly with a man who claimed to be a traveler as well and toured the city with him. We bought and drank beer together in a park after walking around for a while, and I lost consciousness after eating a cookie he offered me. Later, while walking around in a daze, I realized that my passport, cash, air tickets, watch and other valuables had been stolen.

**Case 2**
While I was watching a sporting event at a stadium overseas, a man started chatting with me in a friendly manner. After the game, he invited me to his home and treated me to coffee. I became drowsy after drinking the coffee, and woke up several days later in a hospital bed. My belongings had all been stolen.

**Countermeasures**
Never casually ingest food or drink offered by people that you’ve just met locally. There have been incidents in which people have mixed sleeping medicine into food or drinks when the victim left the table to go to the restroom. When dining with people for the first time, don’t eat or drink something once you’ve taken your eyes off it. The drugs used in this sort of crime are powerful and extremely dangerous because their side effects may linger.
(11) Robberies involving assault

**Case 1**
I was strolling through a plaza in the city with my wife in the daytime when four men suddenly strangled us from behind. Unable to fight back, we lost consciousness and fell down. The gang of criminals stole our bags, wallets and other belongings and fled in full public view. We were taken to a hospital by ambulance and received treatment after passersby contacted authorities, but even after regaining consciousness, we suffered the aftereffects of external neck wounds and lingering throat pain for some time.

**Case 2**
One evening after shopping, I was traveling back to the hotel when I was attacked from behind at a train station. I was strangled and lost consciousness. Along with my shopping bags and purse, the robbers fled with the wallet and passport I had hidden under my clothing. Passersby helped me get to the hospital, but I suffered bruises on my neck and had no choice but to stay in the hospital for several days.

**Countermeasures**
- Travelers have suffered serious harm during what are known as “strangling robberies,” mainly in some areas of Europe. These crimes involve several men sneaking up behind tourists walking down the street, waiting for a time when there are fewer witnesses and then strangling their victims from behind. People have been attacked regardless of location or time of day if there are comparatively few passersby because crimes occur so quickly. Japanese in particular are thought to carry lots of money and valuables, and they tend to be easy to target because they are generally of smaller stature than Westerners.
- These crimes can be life threatening, so always be on the lookout for suspicious characters tailing you on either side or to the front or rear when you are alone or in small groups.

(12) Hotel room theft

**Case**
- Someone knocked on the door right after I checked into the hotel. I casually opened the door, thinking it was a hotel employee, but a robber forced his way in and robbed me of my money and other valuables.
- I had just inserted my key into the door and was about to enter my room when the person walking behind me suddenly started strangling me. He pushed me into the room in that hold and then robbed me of my money and other valuables.
- I was on the elevator, and the instant the doors shut, the person riding with me brandished a weapon and forced me to hand over my money and other valuables.
- I went to sleep without using the security chain, and a hotel employee used a master key to enter my room.

**Countermeasures**
- Always use the room door’s security chain and check to see who is at the door with the chain still on if
somebody knocks. Always check with the front desk if you do not recall requesting something, even if the person looks like a hotel employee or someone there for electrical or plumbing repairs. Be cautious when using an elevator, because they are enclosed spaces once the doors close.

- If you unfortunately fall victim to a robbery, don’t resist, since that may put you in greater danger.

(13) Carjacking

**Cases**

- As I was getting out of my car in a deserted parking lot, someone pointed a gun at me and robbed me.
- I was driving with the car doors unlocked, and while I waited at a traffic light, a man riding a motorcycle approached from the rear, opened the side door, and stole the things I’d placed on the passenger seat.
- I was in the passenger seat of a car on the expressway, and someone opened the passenger side door and almost snatched the belongings I had placed at my feet.
- While driving overseas, I came across a hitchhiker and stopped the car. His demeanor changed completely after getting in, and he threatened me with a knife and stole my money and other valuables.
- I was driving at night when a car hit me from behind. When I stopped and got out, a person with a gun got out of the passenger side of the car that had hit me and stole my car.
- My tire blew out as I was driving home from the airport. The moment I got out of the car, several people holding guns came up, threatened me, and robbed me of my money and other valuables. The criminals had punctured the tire beforehand.

**Countermeasures**

There are diverse crime techniques related to cars overseas. You may fall victim to car-related crimes anytime, whether when you are getting in or out of a car or even while driving. Take the following precautions to prevent car-related crimes:

- Avoid parking on the street, and use monitored parking lots whenever possible.
- Pay attention to your surroundings. Check to see whether any suspicious people are nearby before getting in or out of your car. Use parking lots that have lights, especially at night.
- Never pick up hitchhikers.
- Lock your doors and close all your windows while driving.
- Even if you think you’ve been hit by another car or if there are malfunctions such as a punctured tire, when you are in a deserted location, keep driving until you can stop at a gas station or other brightly lit place where there are other people around.

(14) Evenings, late night and early morning muggings

**Cases**

- Strolling in the vicinity of the train station at night while waiting for the train to depart, I was pulled into the shadows, beaten, and had my bag stolen.
On the way to the subway station, I was walking down a dimly lit corridor where there were few people around. A man passing by suddenly thrust a gun at me and stole my money and other valuables.

I was looking for lodgings after arriving at my destination in the evening. A stranger approached me and offered to introduce me to a cheap hotel. When I followed him, his accomplices were waiting. They threatened me and took my belongings.

I stopped when a stranger spoke to me on the way back to the dorm from the university. Several men beat me and stole my money and other valuables.

I was punched from behind and my camera was stolen as I was taking photos at night.

**Countermeasures**

Avoid going out in the evening, late night or early morning. Always pay sufficient attention to your surroundings if you do have to go out, and use transportation whenever possible, even for short distances. When planning your travel schedule, do your best to avoid plans that have you arriving at your destination late at night.

It is very likely that criminals have weapons, so if you unfortunately become a victim, keep in mind that your life comes first and do not try to fight back.

(15) Crooked taxi drivers

**Cases**

The taxi stand was crowded, so I accepted an offer from someone who was likely an unlicensed driver (in other words, an illegal taxi). The driver stopped the vehicle in a dark alley, threatened me with a weapon and stole my possessions.

When I got into a cruising cab, I was taken to a desolate place where a pair of thieves who were the driver’s accomplices got in. They stole all my belongings at gunpoint, and I was left in an unfamiliar place on the outskirts of town.

**Countermeasures**

Always use legitimate cabs from taxi stands and such, and never ride in unlicensed, illegal taxis. Crimes related to cabs occur worldwide, including cases involving manipulation of the meter or drivers taking long detours and then demanding illegal fares, as well as cases in which passengers are robbed or taken to shops they did not ask to visit and forced to buy items there.

2. Trouble relating to local laws, manners and customs

Many cases involve travelers who got in trouble because they did not understand the laws, regulations, manners and customs at their destinations. Actions that would be trivial in your home country or Japan may be viewed as discourteous or even as grave offenses in other countries. To avoid getting caught up in this kind of trouble, learn about the customs of the country or region you’ll be staying in. Along with obeying local laws, take care to show respect for their manners and customs.
(1) Bringing in/out prohibited goods

Some countries have strict customs controls, and all luggage is opened and inspected when entering or leaving the country. If anything you have is deemed illegal, the items can be confiscated and you can also be detained for breaking the law.

**Cases**

- When I was entering the country, the customs inspectors found CDs and floppy disks among my belongings. I was taken to the airport’s customs office for the content to be inspected. I was informed that the CDs’ content might violate customs laws, and the authorities detained me.
- While sightseeing in the city, I purchased some lucky finds at an antiques market. During the customs inspection when leaving the country, however, I was told the items were works of art that were prohibited to carry out of the country, and the authorities confiscated them and held me.

**Countermeasures**

- Be sure to obtain accurate information about regulations pertaining to entering and departing the country and comply with them. This includes prohibitions (restrictions) on taking goods in or out, as well as currency declaration systems upon entry or departure. Don’t think that whatever is found will be confiscated and that will be the end of it.
- More countries are conducting strict inspections as anti-terrorism measures, so be sure to check your destination’s policies before your trip.

(2) Photo and video shooting

**Cases**

- I stopped by the harbor while overseas. I was taking photos of the harbor because the nighttime scenery was lovely. Police officers approached and confiscated my camera and film after telling me that I was in an area where filming was banned.
- I was setting up my video camera to shoot scenes of planes taking off near the airport when a police car approached and I was arrested. That airport was also used by the military, and filming was strictly prohibited there.
- I was taking pictures at a market when the people I was photographing gathered around me, protesting that I was doing so without permission. They said that they would confiscate my film unless I paid compensation. I ended up paying individuals that I had photographed.

**Countermeasures**

- Many countries restrict taking photographs and videos around public facilities that are vital to national security, including military facilities, ports, airports and presidential facilities. Some countries use permit or fee systems for filming in art museums and such, so check beforehand where shooting is restricted. Also be
careful because even when you are filming other subjects, it can be considered a prohibited activity if you
are near something restricted.

- Sometimes local people are unwilling to be photographed without permission due to their national
  character or ethnicity, and some will demand payment if you do. To avoid trouble when overseas, always
  obtain other people's permission to photograph them.

(3) Trouble relating to religion and customs

Cases

- The parents of a local child severely scolded me after when I patted him on the head because he was so
clever and cute.
- I was sitting in a chair, chatting with local people, and they complained when I crossed my legs.
- I was refused admission to a temple because I was wearing gaudy clothing.
- While shopping at a department store, I scolded and slapped my child for not obeying me. I was
  investigated on suspicion of child abuse when someone who saw me called the police.
- I was quarreling with my wife while eating at a restaurant. I lost my temper and grabbed her arm roughly.

The restaurant called the police and I was detained for domestic violence.

Countermeasures

- Some actions that may be considered normal in Japan or your home country are seen as wrong and
  offensive in other countries. Take care, because actions deemed to contradict or insult a country's religion
  in particular make other people uncomfortable, and some are also strictly restricted under the law. In countries
  with multiple religions and ethnic groups, individual lifestyles are based on their religions and customs, and
  customs often differ by area.
- Obtain a thorough understanding of a country's laws and customs before traveling there and comply with
  the country's or region's customs. In other words, "when in Rome, do as the Romans do" is a hard and fast
  rule for avoiding trouble.

3. Trouble relating to narcotics

Drug-related matters often lead to critical and dangerous situations overseas. Make sure you are sufficiently
aware of what is legally prohibited in your host country and Japan, including restrictions regarding the use of
narcotics and other drugs and drug possession. (Most countries and regions have been cracking down
harder on crimes related to narcotics and other illegal drugs, handing down harsh sentences such as the
death penalty or life sentences, with no exceptions made for foreigners or minors. Some Japanese have
actually been put to death in China. Under no circumstances should you ever get involved in drugs.

(1) Unknowingly purchasing illegal drugs

Case

I was walking through a busy area downtown. Two men were following me, saying they had some good tea,
and got me to purchase a small amount. Police officers later visited my room at the hotel, said they were with drug enforcement, and checked the tea. The tea was actually a narcotic, and I was arrested.

Note: Some countries have a system of paying bounties for information about drug possession, and there have been cases of drug pushers tricking travelers with that bounty as their goal.

**Countermeasures**

You can become unknowingly embroiled in drug transactions. Drug crimes are serious offenses in most countries, and some countries have harsh penal provisions, including the death penalty or life sentences. Purchasing things that you know nothing about out of curiosity or casually getting involved in drugs can invite trouble that you cannot escape.

(2) Being an unwitting drug mule

**Case**

I became acquainted with a local man who asked me to deliver an item to a friend when I reached country X. I took that item with me, and when drugs were discovered in that item at the baggage inspection of the airport, I was arrested for drug smuggling.

**Countermeasures**

Heavy penalties are imposed as a matter of course for drug smuggling, even when someone tricks you and you are completely unaware of what is going on. It is extremely difficult to prove that someone tricked you. Avoid casually accepting items from strangers, of course, and even from someone you know, and never transport them out of the country.

4. Cases in which you become a criminal

Cases involving students studying abroad who have been arrested for breaking the law have been on the rise. Some are serving time in prison for immigration and visa-related crimes—including illegal residence or entry—drug crimes, prostitution, and such. Prostitution is banned in many countries and also considered a serious crime in some cases. Child prostitution, possession of child pornography, and such are also punishable as extraterritorial offenses under Japanese laws.

**Countermeasures**

- Check your host country’s immigration and visa regulations so that you do not carelessly or casually exceed your permitted period of stay, and take care not to violate the laws.
- Be aware that purchasing fake brand name products and other counterfeit goods or items such as pirated CDs and DVDs overseas and bringing them into Japan may be considered illegal acts.
IV. Useful Websites on Global Security and Health

- U.S. Department of State – Bureau of Consular Affairs
  https://travel.state.gov/content/travel/en/international-travel.html
- Government of United Kingdom – Travel Abroad
  https://www.gov.uk/browse/abroad/travel-abroad
- Australian Government – Department of Foreign Affairs and Trade
- Ministry of Foreign Affairs of Japan
  https://www.mofa.go.jp/index.html
- US Department of Homeland Security
  http://www.fema.gov/
- UK Security Service
  http://www.mi5.gov.uk/
- Australian National Security
- World Health Organization
  http://www.who.int/en/
- US Centers for Disease Control and Prevention
  http://www.cdc.gov/
- Ministry of Health, Labour and Welfare of Japan
  https://www.mhlw.go.jp/english/
- Quarantine Information Office of Japan
  http://www.forth.go.jp/
- National Institute of Infectious Diseases of Japan

Source:
Kiagai Kikikanri Manual (Overseas Crisis Management Manual), Hitotsubashi University
Kiagai Anzen Toranomaki (Essential Safety Tips for Overseas Travel), Ministry of Foreign Affairs of Japan
Credits:
Japan IR&C Corporation
The Japanese Council for the Safety of Overseas Students (JCSOS)
## Planning Report

**Date Submitted:** Year____ Month____ Day____

<table>
<thead>
<tr>
<th>Name of Study Abroad Program</th>
<th>School / Department / Lab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department and Year of Study at Tokyo Tech</td>
<td>Major / Group / Course:</td>
</tr>
<tr>
<td></td>
<td>Year of Study:</td>
</tr>
<tr>
<td>Student ID number</td>
<td>Date of Birth</td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender On Passport</th>
<th>M / F</th>
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<tr>
<td>(Katakana)</td>
<td>(Katakana)</td>
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</tr>
<tr>
<td>(Last/Surname)</td>
<td>(First Name)</td>
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<table>
<thead>
<tr>
<th>Country of Citizenship</th>
<th>Residence Permit in Japan</th>
<th>Do you have a Residence Permit?</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

| Name of Academic Advisor / Supervisor | |
|--------------------------------------| |

| Host Country for Study Abroad | |
|------------------------------| |

| Host University for Study Abroad | |
|---------------------------------| |
| Name of University: | |
| Department / Major, etc.: | |
| Status (visiting scholar, visiting student, etc.): | |

<table>
<thead>
<tr>
<th>Period of Study Abroad or Leave of Absence</th>
<th>Year____ Month____ Day____ -- Year____ Month____ Day____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you completed the study abroad procedures required by the Student Division?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Which did you choose? Study abroad / Leave of Absence (with university's permission to travel abroad)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Itinerary</th>
<th>Departure from Japan: Year_____ Month_____ Day_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Actual departure/return dates)</td>
<td>Airline/Flight Number: ____________________</td>
</tr>
<tr>
<td>Return to Japan: Year_____ Month_____ Day_____</td>
<td>Airline/Flight Number: ____________________</td>
</tr>
<tr>
<td>If you intend to visit another country or return to Japan during the study abroad, please indicate the length of stay and destination(s) to be visited:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orientation at Host University</th>
<th>Year_____ Month_____ Day_____</th>
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</table>

<table>
<thead>
<tr>
<th>Start of Program / Class</th>
<th>Year_____ Month_____ Day_____</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>End of Program / Class / Exam</th>
<th>Year_____ Month_____ Day_____</th>
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*Fill in if participating in a reciprocal exchange program*
<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab at Host University (leave blank if not applicable)</td>
</tr>
<tr>
<td>Personnel in charge at Host University</td>
</tr>
<tr>
<td>Your address at destination (To confirm your safety in case of an emergency)</td>
</tr>
<tr>
<td>Your contact at destination*</td>
</tr>
<tr>
<td>Nearest Embassy or Consulate of home country at destination</td>
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<tr>
<td>Emergency Contact in Japan</td>
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</table>

<table>
<thead>
<tr>
<th>Scholarship and/or student loan to be received during study abroad (type·period·amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship/Loan Name:</td>
</tr>
<tr>
<td>Period: Year___Month___-Year____ Month___</td>
</tr>
<tr>
<td>Scholarship/Loan Name:</td>
</tr>
<tr>
<td>Period: Year___Month___-Year____ Month___</td>
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<tr>
<td>Scholarship/Loan Name:</td>
</tr>
<tr>
<td>Period: Year___Month___-Year____ Month___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa·Residency Permission at Study Abroad Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtained / Application in process / Will apply (before departure from Japan) / Will apply (after arriving at destination) / Unnecessary</td>
</tr>
<tr>
<td>Type of Visa/Residence Permit:</td>
</tr>
<tr>
<td>Authority to which application was (is to be) submitted:</td>
</tr>
<tr>
<td>Application Date: Year_______ Month_____ Day_____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport</th>
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</thead>
<tbody>
<tr>
<td>Number:</td>
</tr>
<tr>
<td>Name (as printed in passport):</td>
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<tr>
<td>Valid until: Year_______ Month_____ Day_____</td>
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### Overseas Travel Insurance

<table>
<thead>
<tr>
<th>Name of Insurance Company: AIG / Others ( )</th>
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<tbody>
<tr>
<td>Policy Number:</td>
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<tr>
<td>Plan:</td>
</tr>
<tr>
<td>Insurance Company Contact No.:</td>
</tr>
<tr>
<td>Coverage Period: Year Month Day - Year Month Day</td>
</tr>
<tr>
<td>Insurance Cost (Amount paid for the policy):</td>
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</table>

Does it provide or surpass the amount of coverage stipulated by Tokyo Tech (Medical treatment: more than ¥30 mil; Personal liability: ¥100 mil)? **Yes / No**

### Immunizations

<table>
<thead>
<tr>
<th>Required / Not required</th>
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</thead>
<tbody>
<tr>
<td>Indicate vaccination(s) required:</td>
</tr>
<tr>
<td>Blood Type</td>
</tr>
</tbody>
</table>

### Medical History

(Including allergies, physical and mental illnesses)

Have you had or do you have any medical conditions: **No / Yes**

*If yes, please indicate below.

<table>
<thead>
<tr>
<th>Name of Illness or Condition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies: No / Yes (Allergen type: Medication / Food / Other)</td>
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<tr>
<td>*If yes, please indicate the specific allergens:</td>
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<tr>
<td>Allergens: _________________________________________________</td>
</tr>
</tbody>
</table>

Current situation:
Receiving treatment / Resolved (treatment completed)

### Comments

Please indicate below if you have any comments.

### Attached Documents Checklist

- [ ] Copy of overseas travel insurance certificate
- [ ] Letter of Commitment

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**Submissions to:** Division in charge of your study abroad program

*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 situation.*
Letter of Commitment

To the President of Tokyo Institute of Technology

I will follow the laws and regulations of Japan and the host country for the program in which I am to participate.

As a student dispatched from Tokyo Tech, I will comply with the rules of the program and will not violate morality and the public order.

I will devote myself to my studies with a clear aim to stay in the country and program.

I will take proper care of my health before and during the study abroad.

I will take out overseas travel insurance as well as participate in the risk management service recommended by Tokyo Tech during the period of study abroad.

I understand that I must take responsibility for compensation of any damage caused by me during the period of study abroad.

If Tokyo Tech decides to discontinue my participation in the program or cancel the program due to unavoidable circumstances, such as sickness (including psychological illness), deterioration of public order/security in the host country of the program, or natural disaster, I will abide by the Institute's decision and will pay for additional expenses incurred due to the decision.

Day____ Month____ Year____

I hereby promise to abide by the above conditions.

(School/Department)

(Student ID Number)

(Name and Signature)

(Host Country/Name of Host Institution)

(Name of Program)

(Period of stay)

I understand the above conditions and approve the above student to participate in the study abroad program as his/her guarantor, parent or guardian. I give permission to contact the following person(s) in case of an emergency during the program.

(Address and Telephone Number of Guarantor, Parent or Guardian)

(Name and Signature of Guarantor, Parent or Guardian) Seal

Emergency Contact persons ※Please fill in if different from the person indicated above.

First Contact Person: Name __________________________ (Relation to the student : ____________________________ )
Tel ___________________ - __________________________

Second Contact Person: Name __________________________ (Relation to the student : ____________________________ )
Tel ___________________ - __________________________
### 1. Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Passport No.</td>
<td></td>
</tr>
<tr>
<td>Passport Issuance/Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Date of issue: Date of expiry:</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Support Desk (if you are enrolled in risk management services) or Insurance Company

<table>
<thead>
<tr>
<th>Name of Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Emergency Contact (Family member)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Contact in Japan (Academic supervisors/academic advisors at Tokyo Tech)

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Tokyo Institute of Technology, JAPAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Contact in Japan (Staff in charge of study/research abroad program at Tokyo Tech)

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Tokyo Institute of Technology, JAPAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Contact of your host university or institution

<table>
<thead>
<tr>
<th>Name of University institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

### 7. Diplomatic office at your destination

| Phone number                             |  |

### 8. Local police

| Phone number                             |  |

### 9. Local fire department and emergency services

| Phone number                             |  |

### 10. Others

|  |  |
Risk Management and Response System for Studies and Research Abroad
(Conceptual diagram)

Embassy or consulate of your home country at destination
(Overseas diplomatic offices)

Student
When injured or hospitalized due to an illness, accident or incident suffered while studying overseas (the host university reports to Tokyo Tech when a student is incapacitated as a result of illness or injury, goes missing or dies)

Support desk and insurance companies
Contact information will be provided to relevant parties.

Student’s family/Home university
Depending on the situation, will travel to the overseas location after discussions with Tokyo Tech

Relevant official government agencies, including MEXT and MOFA

Host university
(Overseas university you are posted to for education, research, etc.)

Tokyo Institute of Technology
- Will notify personnel in charge of individual programs, faculty advisors and academic supervisors
- Risk management companies will be notified
- A task force will be established as needed to handle matters
- Faculty or other personnel will be sent to the host university depending on the situation

- Solid lines (—) indicate required lines of notification when an illness, accident or incident has occurred.
- Dotted lines (---) indicate parties to be notified depending on the situation when an accident or incident has occurred.
If You Have a History of Illness (Including Allergies and Mental Illness)

- **Procedures for obtaining a medical certificate in English**
  Since every patient’s condition is different, only the primary doctor who has examined a patient over a certain period of time will understand what to watch for. If possible, have your primary doctor at your home country issue medical certificates about any treatment you are currently receiving. If that is not possible, obtain medical certificates from your doctor in Japan. If you are taking medicine, have your doctor write the common English names of the medication, not the domestic brand names.

- **Content of medical certificates in English**
  There is no standard format. The minimum information that should be provided is as follows:
  1. **Medical institutions’ addresses, contact information, and seals**
     These are required for when local physicians overseas need to contact the doctor who issued your medical certificate for additional information. Contact phone numbers should be written with the country code. Bearing time differences in mind, please also include fax numbers and email addresses. It may be a good idea to ask the doctor to include official seals if your destination is China, Taiwan, or South Korea.
  2. **Information on health conditions**
     It is probably best to have your doctor confirm that everything is written correctly in English, because names of conditions are in many cases German, French, or Japanese transliterations of English.
  3. **Information about medications**
     Make sure that medications are written in the names commonly recognized worldwide, not just their brand names. It is also important to note their strength (for example, 30 mg per tablet) along with the dosage and frequency (for example, one tablet per day following breakfast). Please also describe the categories of pharmaceuticals, because some medicines may not be available overseas.
  4. **Medical history and allergies**
     Information about allergies is vital. Please have your doctor write about types of medicine and food separately. It is important to state clearly that a person has no allergies if the person has none.
  5. **Other medical treatments**
     Detailed descriptions are required in the case of treatments involving meals or exercise, including details pertaining to heating meals and salt restrictions, along with exercise amounts and methods. It is best to obtain information on local fare before you travel abroad because dietary customs also differ overseas.
  6. **Physician’s name and signature**
     These are required for medical certificate authorization. Personal signatures are typically required in Western countries.

Source: May 2005, *JATA Communication*, Japan Association of Travel Agents

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Sample of a Medical Certificate in English

<table>
<thead>
<tr>
<th>Tokyo Tech Clinic</th>
<th>(Official seal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>① 2-12-1, Okayama, Meguro-ku, Tokyo, 152-8550 Japan</td>
<td></td>
</tr>
<tr>
<td>Tel: +81-XXXX-XXXX Fax: 81-XXXX-XXXX</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:XXX@titech.ac.jp">XXX@titech.ac.jp</a></td>
<td></td>
</tr>
<tr>
<td>Date: ___________</td>
<td></td>
</tr>
<tr>
<td>Patient Name:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
<tr>
<td>Birthdate:</td>
<td></td>
</tr>
<tr>
<td>Passport number:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>To whom it may concern,</td>
<td></td>
</tr>
<tr>
<td>This is to notify you of the above person's health status and illnesses or conditions for which that person is now receiving treatment.</td>
<td></td>
</tr>
<tr>
<td>② Health status (Names of current conditions)</td>
<td></td>
</tr>
<tr>
<td>③ Medications above person is currently taking</td>
<td></td>
</tr>
<tr>
<td>Caution: Write the common names of the medicines', not their brand names</td>
<td></td>
</tr>
<tr>
<td>④ Past medical history (Serious illnesses contracted previously)</td>
<td></td>
</tr>
<tr>
<td>Allergies (Food/medicines that cause allergic reactions)</td>
<td></td>
</tr>
<tr>
<td>⑤ Comments</td>
<td></td>
</tr>
<tr>
<td>(Fill in required items, including how conditions have elapsed, points to note, and other important information)</td>
<td></td>
</tr>
<tr>
<td>⑥ Certified by</td>
<td>Doctor's name</td>
</tr>
<tr>
<td>License number</td>
<td>Doctor's signature</td>
</tr>
</tbody>
</table>

Note: Medical certificates should be prepared in English. The information that should be provided may differ, depending on the illnesses treated or medications taken by the patient.