

While studying abroad, you may experience an illness or accident, and a difference of language and/or culture could make the situation worse. To make your stay abroad as enjoyable, safe, and fruitful as possible, please read this information sheet carefully so that you can learn how to avoid or minimize risks in the region you visit.

## Things You Should Know to Avoid Risks

### Preparation

#### ◆ Plan

- ① Make sure you leave enough time between arrival at your destination and the start of classes to adjust.
- ② If you choose to go abroad or study abroad on a non-Tokyo-Tech program, make sure it is organized by 第一種旅行業者 (Class 1 Travel Operator) with “観光庁長官登録旅行業第○○○号” (“Licensed by the Japan Tourism Agency in accordance with the provisions of the Travel Agency Law”) certification.
- ③ **Avoid night flights which depart/arrive after 20:00 or before 5:00. Do not use trains or buses in the late evening.**  
※If it is absolutely necessary to take a flight which arrives after 20:00, find someone to pick you up at the airport, or stay at a secure hotel near the airport and travel the next morning.
- ④ Choose safe areas and secure hotels for accommodation. Do not use youth hostels or YMCA hostels.
- ⑤ Never get in unlicensed taxis or a stranger's car.
- ⑥ Have a medical checkup at Tokyo Tech's Health Service Center or a hospital before departure. Check if you need a vaccination and collect information on local diseases to avoid infection.
- ⑦ Submit the 留学願 (application for studying abroad) forms to the Student Division if needed. Check the information on the following website (Japanese only):  
[http://www.titech.ac.jp/enrolled/certificates/submitted/forms\\_current.html](http://www.titech.ac.jp/enrolled/certificates/submitted/forms_current.html)
- ⑧ **Make sure to update the contact details of your parents. If these have changed since you entered Tokyo Tech, submit the 保証人変更届 (Notification of Change (Personal Guarantor)) form to the Student Division. Send the same information to the department which organizes the program in which you are participating.**

#### ◆ Things to Bring

- ① Passport & Visa (Check the expiration dates. Check if you need electronic authorization or travel applications.)
- ② Flight ticket or a hard copy of an e-ticket (Check the date and time.)
- ③ Cash (in the currency of the country), credit card, traveler's checks, prepaid cards, etc.  
※Bring money in some form in order to be prepared for accidents.  
※Write down and bring the numbers and emergency contacts for lost/stolen credit cards and traveler's checks.
- ④ Insurance policy and handbooks for your travel insurance.
- ⑤ Medicines you usually take and a first-aid kit. (Foreign medicines are sometimes very strong.)  
※If you have a disease or see a doctor regularly, ask your doctor if you should go abroad. Ask the doctor to issue a medical certificate, referral form, and a prescription written in English.
- ⑥ Things necessary for reissuing a passport (Ask your country's Foreign Ministry.)
- ⑦ Other things you may find convenient (a mobile phone usable outside Japan, ISIC card, bug spray, appropriate clothes for the local weather, souvenirs from Japan, a photocopy of your passport, etc.)

#### ◆ Collecting Information

- ① Check the websites of your country's Foreign Ministry, Ministry of Foreign Affairs Japan, local Japanese embassy office, consular office and other websites (e.g. <http://spotcrime.com/>) to get information about crime, public security, and infectious diseases where you are going.
- ② **Read 「東工大生のための安全な海外渡航の手引き」 carefully.** \*Japanese only  
→<http://www.titech.ac.jp/enrolled/abroad/procedures/pdf/tebiki.pdf>
- ③ Read Student Reports on the Tokyo Tech website \*Japanese only  
→<http://www.titech.ac.jp/enrolled/abroad/experiences.html>
- ④ Simulate various crises.
- ⑤ In some countries the weather changes drastically with the seasons. Prepare for various types of weather.
- ⑥ **Have the contact details of escorting faculty, the International Affairs Department, family, embassy or consular office, insurance company, credit card company, etc. Know the location of your embassy and the police office.**

#### ◆ Travel Insurance

- ① **Make sure to buy insurance which covers you from your departure date to the date of your return to Japan.**  
※The International Office recommends insurance that covers medical treatment and rescue up to 30,000,000 yen and covers indemnity liability up to 100,000,000 yen.
- ② **Always carry your insurance policy.**  
※In some countries, hospitals do not provide treatment unless they are sure that they will be paid.
- ③ **If you caused damage (broke goods at a shop, had a bike accident, etc.), tell the other party that the insurance company will contact him/her later. Never sign any documents provided by the other party.**

## 【Information on Insurance】

Tokyo Tech concluded an umbrella agreement with Tokio Marine & Nichido Fire Insurance Co., Ltd and AIU Insurance Company, Ltd. and recommends that students buy travel insurance from these companies. If you are instructed to purchase a risk management service by the program, please buy insurance from Tokio Marine, otherwise, please buy from AIU. You can see information about this on Tokyo Tech's website (Japanese only): [http://www.titech.ac.jp/staff/world/international\\_sabbatical\\_programs\\_for\\_faculty.html](http://www.titech.ac.jp/staff/world/international_sabbatical_programs_for_faculty.html)

For further information on travel insurance, please contact E-Calls Inc. (03-5614-0696) or the International Student Exchange Division ([hakenryugaku@jim.titech.ac.jp](mailto:hakenryugaku@jim.titech.ac.jp)).

### While studying abroad:

#### ◆ For Safety

- ① Be cautious at all times.
- ② Always carry your passport (or a photocopy of your passport) and your insurance policy.
- ③ Avoid walking alone at night or on streets with little traffic.
- ④ Do not make careless remarks on history, race, and religion.
- ⑤ Be plainly dressed except on formal occasions.
- ⑥ Keep fit.
- ⑦ Follow your country's Foreign Ministry's rule and send necessary information to diplomatic missions.

- ⑧ Do not show cash and valuables even in dormitory rooms.
- ⑨ Do not receive any parcels from strangers.
- ⑩ Never use illegal drugs on any occasion.
- ⑪ Do not drive cars.
- ⑫ Make sure to contact your family and Tokyo Tech on arrival. If you are going for a long term, contact them at least once a month and tell how you are doing.
- ⑬ In case there are natural disasters or political uncertainties in the country where you are staying, make phone calls or send emails to your family and Tokyo Tech's department in charge to inform them of the situation.

## In Case of Emergency!

### ◆ If you purchased a risk management service, (which means you applied for one of these programs:)

- a program organized by the International Office (International Student Exchange Division, International Affairs Division, or International Cooperation Division)
- the Tokyo Tech-Tsinghua University joint graduate program
- another school/department program which requires purchasing the service

(The procedures for purchasing this service will be sent to you from the department in charge after your participation is confirmed.)

### 1. Contact the Risk Management Service Support Desk as Soon as Possible!

The service is available 24 hours a day, 365 days a year in Japanese and English.

- Call the number written on the card given to you from the department in charge.
- In case of a serious accident, the support desk contacts Tokyo Tech's person in charge even on holidays or at night, so that the university can arrange the necessary support.
- You can ask the support desk to contact your family.
- You can ask the support desk to contact the insurance company.

### 2. Follow the Instructions of the Local Police, Hospital, Embassy, and Consular Office!

### ◆ If you did not purchase a risk management service

### 1. Contact the Program Organizer, Academic Advisor, Escorting Staff, and Host University.

-Make sure to get the contact details before you go abroad.

### 2. Follow the Instructions of the Local Police, Hospital, Embassy, and Consular Office!

## After Returning to Japan:

### ◆ For Your Health

If you experience a fever or other symptoms within one month of returning to Japan, you might have caught an infectious disease. In such a case, go to the Health Service Center (Ookayama or Suzukakedai Campus) or a hospital which has a travel medicine department and tell them your travel history.