

(Attached document)

## Document request for students going overseas for study

Director of Institute of Global Affairs

All students who travel overseas for the purpose of study, research, participation in academic conferences etc., are required to contact the “Overseas Studies Support Unit (OSSU) in the Global Gateway Division, Institute of Global Affairs (4<sup>th</sup> floor Building 1 West/ossu@ml.tmd.ac.jp).”

※Regardless of short-term or long-term travel period

※Regardless whether undergraduate or graduate student, including international students

Students are asked to submit the documents listed below to OSSU prior to traveling abroad. Also students begin start travel preparations as soon as possible. Travel procedures such as applying to register for “Overseas Students Safety Management Assistance (OSSMA)” should be completed at least 2 weeks before departure. Students should also participate in “Orientation Before Departure”.

### 1. “Overseas Students Safety Management Assistance (OSSMA)” (Mandatory / self-payment)

Students are required to apply for “OSSMA,” which should be completed by two weeks prior to departure.

### 2. Overseas Travel Accident Insurance Identification Card (Mandatory / self-payment)

In order to be prepared for an emergency, students are required to purchase overseas travel insurance. Students can obtain such travel insurance in the private market or through OSSMA.

### 3. Pledge (original document)

Please read the pledge carefully. For undergraduate students, a signature by a guarantor is also required. Please adhere closely to the contents of the pledge.

### 4. Emergency Contact Form

For students overseas, especially those who are overseas long-term, if there are any changes in your personal information, for example a change in your mobile phone number, such changes will be updated automatically.

### 5. Passport Copy

### 6. Air ticket (E ticket) Copy

Confirm submission, form, and collect information; please check the OSSU HP.

<http://www.tmd.ac.jp/campuslife/abroad/>

Students who travel overseas privately must also purchase overseas travel insurance. The specific procedures outlined above, however, are optional.