

Revised as of January 15th, 2020

**Risk Management Guidelines
for Off-campus Study Programs Participants
(For Overseas Programs)**

Ritsumeikan Asia Pacific University

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1. Basic Preparation for being Safe while Overseas

(1) Look after your own safety. — Retain a sense of personal responsibility —

APU does its best to verify the safety of participants on university sponsored Off-campus Study Programs and help those who have been involved in an accident or a victim of crime. In order for university staff to be able to assist you in such situations, it is necessary that you maintain an environment that allows us to contact you as quickly as possible even when travelling. It is necessary that you are aware that there are many factors that the university has no control over when dealing with accidents, crimes, or any other trouble that occurs overseas and asks that you take it upon yourself to look after your own safety to the best of your ability with good decision-making skills.

(2) Keep up to date with current affairs.

It is essential to have a good knowledge of the level of public safety and general crimes prevalent in the relevant country or region. Consider the experiences of your peers and those who have lived in the area.

(3) Prevention is the best cure.

It will obviously be too late to start avoiding trouble once you are caught in situations such as accidents and natural disasters. An essential point to remember is that prevention is the best measure and the most effective form of avoiding trouble. You should do your utmost to avoid preventable trouble.

(4) Prepare for the worst, but act naturally.

Always imagine the worst situation, prepare for every eventuality and take precautions. While being cautious about your everyday life you should also live as normal a life as possible.

(5) Practice the 3 rules of safety.

The three rules of safety are: “Do not attract attention to yourself,” “Do not make your actions overly predictable” and “Always be on your guard.” When you go to a foreign country, if you act the same way and live your life in the same way as in Japan, whether consciously or not, you might attract attention to yourself and perhaps place yourself in danger.

- 1) Do not attract unnecessary attention to yourself: inappropriately wearing over ostentatious clothing and jewelry, using offensive language in public places, criticizing the country’s politics, religion, cultural customs and way of life will not only draw attention, but also provoke trouble for yourself. Please use your judgment and refrain from such activities. Money belts etc. make it quite obvious where you keep your valuables.
- 2) Do not make your actions over predictable: making your actions routine-like (always using the same route at the same time when going to and from school, shopping, leisure activities and eating out) will

make it very easy for criminals to plan an attack. Try as much as possible to vary your movements including routes and times used as it will make prediction more difficult. People whose movements are too predictable are often the easiest targets for criminals.

- 3) Always be on your guard: even those who take due care and precaution on arrival in a new country may become complacent over time and become at risk. There is always a chance that unpredictable incidents may arise and so there is regular need to remind yourself to be aware of safety situations and check your “emergency card.”

2. Things to do Pre-Departure

(1) Health and Dental Checkups

- Have a regular health check-up during the designated period.
- If you experience tooth pain overseas, it may take months to get an appointment and you may be charged a large sum for the dental care that you receive. Make a dental appointment two months prior to departure and take care of any remaining dental care before going.

(2) Chronic Illnesses, Medicine, and Confirmation of Overseas Clinics

- If you have previous illness or health concerns, be sure to consult with your doctor and prepare yourself for any problem you may have while abroad. If you are seeing a doctor regularly or having treatment in Japan, make sure to consult with your doctor to see if your health could be maintained appropriately while abroad. In addition, make sure to check possible medical clinics in the host country.
- If you have any chronic diseases always carry your emergency card with an attached English medical certificate and prescription issued by your doctor.
- Due to the fact that there are many cases overseas where you are unable to get certain medications without a doctor’s prescription as well as instances where the medicine that you are able to buy at pharmacies are different than the ones in Japan, it is advised that you bring medication that you use often and emergency medical supplies with you.

Suggested medications / medical supplies to bring along;- Medicine for car sickness, headaches, cold medicine, pain relievers, stomach/intestinal medication, laxatives, anti-itch medication, disinfectant, band-aids, sterile gauze, cotton, tweezers, water disinfectants (“Isojin” medicated gargle solution), salt, sugar, or powdered sports drinks that could be used to make oral rehydration solutions, sunblock cream (Insect repellants such as bug spray, bug repellent coils are also recommended to bring depends on the countries/areas of your program destination.)

- Two to three weeks prior to travelling – you should avoid overeating and overdrinking, eat healthily, make sure you get enough sleep at night, exercise, and make sure to wash your hands and gargle!

(3) Vaccination and infectious diseases

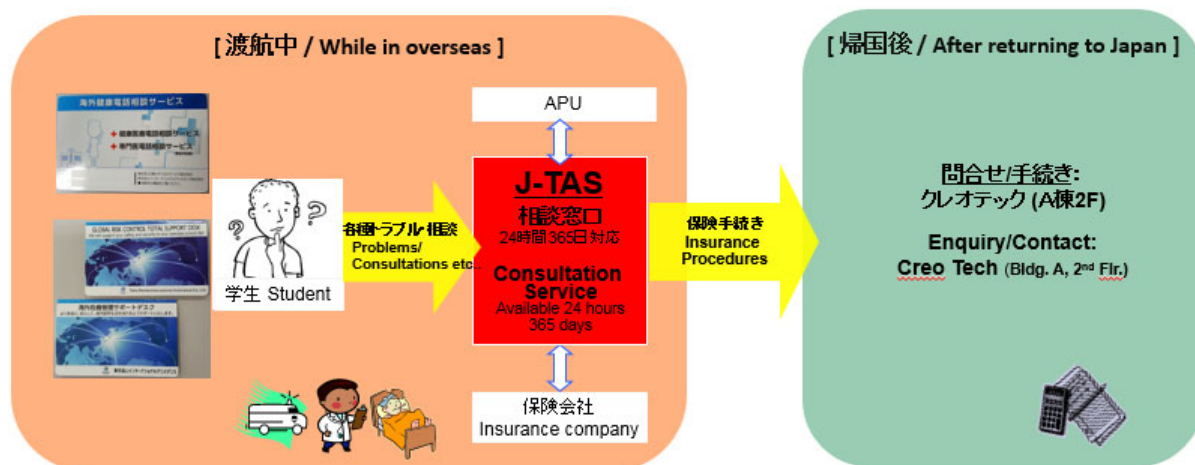
- To avoid any possible infectious diseases, you should gather relevant information before departing.
- Vaccination and infectious disease information: <http://www.forth.go.jp> (by Ministry of Health, Labour and Welfare Quarantine Station)

(4) Enrollment in Risk Management System (J-TAS) and Travel Insurance

- Students participating in one of APU's Off-campus Study Programs are required to enroll in the Risk Management System (J-TAS) and APU designated overseas travel insurance regardless of whether or not they are already enrolled in another insurance plan. Furthermore, students must also enroll in any insurance plans designated by their host university.
- J-TAS (JCSOS Total Assistance Service) is a comprehensive emergency support system for APU provided by a non-profit organization, the Japanese Council for the Safety of Overseas Students (JCSOS).
- Overseas Travel Insurance will cover expenses incurred as a result of illness, injury, hospitalization and baggage loss / damage, as well as death and liability. Enrollment in both the overseas travel insurance and J-TAS will ensure the quickest necessary support in case of any emergency situation abroad.
- Make sure to bring your overseas travel insurance certificate with you when you go overseas. A copy of your insurance documents should be left with your family for reference in case of emergency.

海外渡航中の緊急連絡先 および 帰国後の手続きについて
Emergency contacts while overseas and procedures after returning to Japan

プログラム中は必ずAPU携帯緊急連絡カードを携帯すること
Carry the APU Emergency Contacts Card during the program



3. After Arrival On-site

(1) Notification of Residence

- In the case of participating in long-term programs (Exchange Programs, Double Degree Programs, Independently Arrange Study Abroad, Service Learning Program), Japanese nationals living more than 3 months abroad are required to submit a “Notification of Residence” to the Japanese embassy or the general consulate (diplomatic establishment) under the Passport Law Article 16. Once your address is determined, fill in the necessary items on the form and submit it to the nearest diplomatic establishment.
- Please refer below for details regarding procedures and place to be submitted.
The Ministry of Foreign Affairs of Japan:
<http://www.mofa.go.jp/mofaj/toko/todoke/zairyu/index.html>
- Non-Japanese students must adhere to the laws of their own countries and regions.

(2) Submit contact information while abroad.

Regardless of the program you participate in, please ensure that you can be contacted in case of an emergency. Please follow the respective program’s instructions and make sure to report your overseas contact information to APU.

(3) Finding a safe place of residence

If you cannot secure a safe place to live you will not be able to concentrate on your studies and this may lead to further difficulties in your everyday life. A person’s home is their base for life so the need for security has to be the first consideration.

(4) After moving into Halls of Residence/Dormitory

1) Get to know your surroundings.

Getting to know your way around the halls of residence, rules of the road, and becoming familiar with the layout of the area are all important factors. In case of emergency it is important to know where the nearest police station, hospital and fire departments are.

2) Blend in!

Always consider the customs and sense of values of the local people. Be careful not to have an over-extravagant lifestyle and do things that may offend the locals. Where possible try to interact with the other residents in your area. As mentioned, it is also important to build a good relationship with your University advisor.

3) Build good relationships.

Build a network of good relationships with the university advisor, community, and local students. By doing so, you will be able to receive information and help from your friends when the need arises.

Information given “word of mouth” in the local community and amongst friends may include valuable information. It is important to gather information and communicate with friends through your daily interactions. To ensure smooth communication, it is recommended for one to acquire basic survival language skills and knowledge. Even a simple book would be helpful.

4) Take necessary safety measures at your residence.

Once you have moved in, you should check the interior of your room and the locks for your own safety. If there are any concerns, you should consider how to remedy these. It may be advisable to find out what kind of safety measures are being employed in your area.

5) Precautions when doing a homestay:

When doing a homestay it is particularly important to maintain good relationships. Please remember to respect the religious beliefs, house rules etc. as a normal family member would. Even after you build a close relationship with your host family, please keep all valuables in a locked bag in your room. Do not leave any valuables lying around the house.

(5) Mental and Physical Health Awareness

1) Stress

Many people experience stress when living abroad due to the differences in the living environment, not being able to speak the language, and just general differences in culture and practices. If you notice physical changes or begin feeling mentally unstable, talk to the professor/staff person leading your group or a counselor as soon as possible and get the necessary help right away.

2) Traveler's diarrhea

50% of travelers experience an outbreak within their first seven days abroad. This diarrhea will typically continue for two or three days, occasionally accompanied by vomiting. The possible causes and preventive cautions are as follows:

[Possible causes] - Infections such as Enterotoxigenic E. coli (ETEC)

- Intestinal distress due to differences in food

- Physical exhaustion

- Emotional stress

[Preventive cautions] - Wash your hands.

- Food should be cooked thoroughly and eaten while still warm.

- Raw and cooked food should be kept separated.

- Food should be kept at safe temperatures.

- Choose safe water & food.

In case you develop a diarrhea condition, please seek the appropriate medical treatment. If the symptoms are mild you should seek oral rehydration and rest. If the symptoms are severe (if you have severe diarrhea, blood mixed in with the diarrhea, fever, nausea, or cannot drink liquids) you should

consult a doctor immediately.

(6) Food and Water Sanitation

There are many examples of people falling ill due to the ingestion of a different country's food and water that their body is not accustomed to. Be especially aware of drinking tap water or eating uncooked foods in countries where the sanitary conditions are not good as these can act as disease causing agents. Before going, it is recommended that you are aware of the food and water sanitation conditions of the country that you are travelling to as well as research illnesses that can be caused by unsanitary food and water.

URL: <http://www.forth.go.jp/> (Ministry of health, labor and welfare Quarantine station)

(7) If you are traveling to a country/area with a hot climate

1) Diseases Transmitted by Mosquito / Insects

There are diseases which are transmitted by mosquito / insects e.g. Dengue fever, Malaria. Please make sure to take the necessary precautions as follows to prevent the diseases.

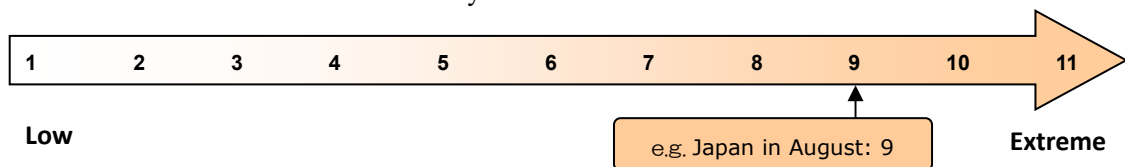
- Avoid over-exposure of the skin
- Towel-dry or shower after sweating
- Use bug repellent*, insecticides, mosquito coils, or mosquito nets
- Bug repellent should contain DEET

2) Preventing UV Exposure

Please take the necessary precautions as follows in order to avoid the prevent the excessive exposure to UV.

- Full-coverage: Long sleeved clothing, hats, sunglasses
- Use sunblock (SPF rate indicates an effective time for blocking UVB rays and 'PA+, ++, +++' indicates an effectiveness for blocking UVA rays)

◇WHO UV index : The number of UV ray volume calculated based on weather conditions.



3) Preventing Heatstroke

Please take the necessary precautions as follows in order to avoid heatstroke.

- Take liquids infused with electrolytes (Natrium, Kalium).
- If you feel thirsty, dizzy, have a headache or general malaise, quickly move to a cooler area.
- Take extra caution if you are overworked, have fever, a cold, diarrhea, etc. or other signs of not feeling well.
- Those who are not used to hot weather, are overweight or weak, or have previously experienced heatstroke should take extra caution.

4) Other

Please also be careful about the following possible diseases etc. while overseas.

- Disease from infected animal bites
- Disease from water, dirt, etc entering a wound
- Sexually Transmitted Diseases (STD)

(8) Things to be Aware of After You Return Home

If you notice some physical ailments within two months after returning home, it is recommended that you go see a doctor as quickly as possible.

Make sure that you tell your doctor where you went, the length of your time abroad, illnesses common to the country you were travelling in, and what you were doing during your travels.

4. Risk Management

(1) Natural Disasters

- Natural disasters include earthquakes, tsunamis, storms, hurricanes, tornados, floods, extreme heat, heavy snow, abnormal weather, volcanic eruption, etc. The occurrence of natural disasters is something that cannot be predicted and one wrong decision can have deadly implications. It is recommended that you are aware of what types of natural disasters are prone to occur in the country that you are travelling to and be mentally well prepared in how to deal with such occurrences.

(2) Terrorism, Riots, etc.

- Recently, many countries which up until now have been deemed relatively “safe” are dealing with the onset of unsettling cases of terrorism and other crimes. It is not an overstatement to say that you may find yourself facing an incredibly perilous emergency situation in any country of the world these days. In the worst-case scenario that you are in a country where an act of terrorism, riot, or any other emergency has broken out, you must make your own safety your first priority (finding refuge in an evacuation shelter, etc.). In addition, you should contact the APU and seek directions on how to proceed. Depending on the scale of the emergency, your participation in the program may be suspended or if you are already abroad, you may be asked to return home immediately.

(3) Infectious Diseases

- Some of the countries and areas where overseas programs are conducted are experiencing an outbreak in infectious disease and other epidemics that are not usually encountered here in Japan. It is up to the participant to check information offered by the Ministry of Foreign Affairs, Ministry of Health, Labor, and Welfare, Infectious Disease Surveillance Center, and World Health Organization prior to departure as well as throughout the program and be aware of measures of how to deal with such matters.

(4) Street crime

- If you find out that you are the victim of crime, consult with J-TAS Support Desk immediately after confirming your own personal safety.
- Please don't forget to obtain a copy of the Damage Report and/or Police Report. You will need it to support the claim to your insurance company.
- Do not walk alone after dark - use a mode of public transport if possible. When you do go out, try to go out in groups (this applies on campus too). If you happen to be out walking alone, keep to the middle of the pavement and avoid walking next to buildings with no lights and dark streets. Students participating in short-term programs should not walk alone, even during daytime. When going out, go with another person you know such as a program participant.

- Ensure the safety of your life! In the extreme case of being held at knife or gun point, you must stay calm and not resist. Also, do not casually put your hands into your pockets because it may appear that you are reaching for a weapon.
- When carrying a bag or handbag, remember to carry it under the arm on the building side of pavement and not the road side.
- Shoulder bags should be carried with the strap over the head. (If someone tries to grab your bag this may cause injury, so assess the situation accordingly).
- Be prepared for the worst by not carrying unnecessary amounts of money or jewellery and avoid accessories that might attract unwanted attention.

(5) Shopping

- Ignore street vendors who may approach you. Be polite but firm when refusing.
- Avoid shops recommended by taxi drivers and use well known shops.
- When shopping be aware of pickpockets and always keep your bags where you can see them (particularly in airports).
- If at any time you lay your bags on the floor, keep them between your legs or place them between yourself and the counter.
- When carrying a day bag in a crowded area, always carry the bag in front of you and never on your back.
- In general pickpockets operate in groups. If you see someone suspicious, be extra cautious of not only that person but others around you.
- Do not purchase goods banned under the Washington Convention
- (<https://www.customs.go.jp/mizugiwa/washington/washington.htm>)

(6) Drugs

- Do not receive luggage from a stranger. There have been many cases where people have been severely punished for possession of drugs found in bags they took from a stranger.
- Japan takes an extremely strict approach to illegal drugs, and the import, possession, use, buying and selling, and transfer of drugs (marijuana, cocaine, methamphetamines, and designer drugs etc.) is prohibited by law. If you violate these laws, you will be arrested and faced with criminal penalties.
- The possession of cannabis may be legal in some countries/regions, but even in such cases the use or possession of drugs may be punishable in Japan under foreign crime regulations (Article 2 Penal Code). In Japan, the possession or transaction (including purchase) of cannabis is illegal, and is subject to punishment under the Cannabis Control Law. This law does not only apply in Japan, but also when the act is carried out overseas. It is important to have a clear understanding of these Japanese laws and not engage in Cannabis and other drugs both in Japan and overseas.

- Students involved with illegal drugs will be expelled by APU without exception. If you begin using marijuana or other illegal drugs on a whim, not only will it affect your life and your health, it can destroy relationships with your family, friends, and the people you love. It goes without saying, however, students must stay away from illegal drugs at all costs.

(7) Sexual Crimes

- Understand the cultural differences in customs, characteristics of local ceremonies / festivals and sexual ethics.

(8) Arrest and Mistaken Arrest

- In the case that you are taken into custody or arrested by the police while overseas, you must make requesting a lawyer and interpreter your first priority. At the same time, request to contact your home country's Embassy/Consulate and meet with the Consul as well as have them contact your family. You must be adamant in requesting improved treatment to the department in charge if you receive discriminatory or unethical treatment.

(9) Other Crime

Make sure to research laws and regulations in your host country before departure. The investigation and management of incidents and other issues rest with the authorities of that country.

(10) Handling valuables

1) Passport

- Your passport is the only proof of your identity when you are abroad. Always keep it safe in a locked place. Do not carry it on your person.
- Keep a copy of your photograph page and passport in separate places. If you lose it, you will not be able leave or enter a country for any reason.

2) Cash

- Keep your money in a locked place and try not to keep it all in the same place (as with other valuables).
- Under no circumstance should you show anyone that you are carrying a wallet full of money. Try not to carry more money than you need at one time and do not keep all your money in the same pocket. Also have your money in small denomination notes wherever possible. In the same way valuables (passport, credit cards etc.) should be stored in random places around your room.
- Do not keep your wallet in a visible place.

3) Credit card

- Always check the amount before signing and make sure to receive a receipt.
- Keep a note of the emergency number in case your card is stolen.

(11) Keys...Basic security measure

- House keys as well as others such as locker keys etc. are very important, so please look after them.
- Sometimes previous occupants of your residence may still possess the keys, it may be wise to change the locks immediately after you have moved in.
- If you lose your key, you must change your locks.
- Please consult with the university advisor or landlord before changing locks and making spare keys.

(12) Caution for visitors

1) Confirm the visitor's identity.

When you have a visitor, do not open the door immediately. Use the peep-hole on the door to first identify the visitor. Please also make sure the visitor does not have any suspicious people with them or that there are no strange looking people loitering near your apartment.

2) Be cautious at all times.

Once you have identified the visitor, first open the door a small amount using the safety chain so that you can double check and then open the door fully. Even if the visitor is a friend of yours always check there are no suspicious people with them. In addition, if anyone calls round at a very late hour please take due care.

(13) Staying at hotels

- Hotels with no door boy or security guards should be avoided as non-guests of the hotel could easily gain access to the rooms.
- Leave all valuables in the hotel safe and check them before and after placing them in the safe.
- Items such as video cameras and cameras should be kept in your suitcase and locked.
- In order to keep strangers from entering your room, please use the "Do Not Disturb" sign. (Be cautious of hotel staff too).
- Always lock the door and use the chain when inside your room.
- When someone knocks on the door use the peep-hole on the door to identify the person.
- When checking in and out beware of baggage thieves.
- Pay attention to the location of emergency exits so you can find them with ease if the need arises (e.g. At night when there is an electrical outage).
- Always draw the curtains in the evening.

5. Cautions When Abroad

(1) Complying with Japanese and local laws

- In addition to Japanese laws and APU regulations, you must also abide by the host university's regulations and local laws.

(2) Operating cars and motorcycles, electric bicycles, segways and electric scooters

While overseas, you may be asked by someone you know to operate a car or a motorcycle. Operating cars, motorcycles, electric bicycles, segways or electric scooters while participating in the Off-campus Study Programs is not permitted for the following reasons:

- ① If you violate traffic regulations or are involved in an accident, you may be held in custody or be arrested, interfering with your original purpose of studying there. Furthermore, this will not only burden yourself but also the other participants and those involved.
 - ② Even if you take the necessary precautions, you may find yourself involved in an accident or other incidents.
 - ③ If you are the perpetrator, the insurance may not cover the liability for reparation.
 - ④ Accidents that occur while operating cars and motorcycles, electric bicycles, segways and electric scooters may not be covered by your Overseas Travel Insurance.
- ※ In the event of an accident where you are the passenger of a car or motorcycle etc., even if the other person involved is a friend or someone you know, you may still find yourself in trouble

(3) Drinking and smoking

- Students participating in short-term programs (less than 7 weeks) are not allowed to consume alcohol. However, in the case that you are accompanied by an APU faculty member and receive their permission, you may be allowed to consume alcohol on the premise that you comply with Japanese laws as well as the laws of your host country and region
- Even if you are a participant of a long-term program and will be residing in a country in which it is legal for you to drink, you should always be cautious about safe drinking.
- Take particular care that no one puts drugs such as sleeping powder into your drinks. Have a waiter/waitress to open and pour drinks right in front of you at a restaurant.
- The age and places for legal drinking and smoking differ from country to another. Check the laws of your host country before departing and adhere to the laws of both your host country and Japan.

(4) Personal travels during the Off-campus Study Program

- Students participating in short-term programs (less than 7 weeks) must not undertake any travel that requires accommodation during the program.
- Students participating in long-term programs (Exchange Programs, Double Degree

Programs, Independently Arrange Study Abroad, Service Learning Program, Global Communication Program) who decide to travel during the program, should inform their families and APU advisor of the duration, destination and contact information for your trip. Also, whether they intend to travel alone or with others.

- If you are travelling to a country outside the one you are studying in, please find out whether the Ministry of Foreign Affairs has given an alert in the region and whether your accident insurance covers you - if it does, check that the services provided are adequate.

(5) Telephone

- It is important you know how to use not only your home phone but also public telephones.
- Always have a copy of the “Emergency Contact Card”, a notebook, and pen next to the telephone.
- Do not list your home number and address in the telephone directory (NB: in some countries this is done automatically so be aware). Only tell your telephone number to those people you know directly.
- People may call to check up on you so please wait until the other person states their name before stating yours. Do not disclose your phone number or give out personal information to callers who have obviously dialed the wrong number. If the caller sounds even a little suspicious tell them it is the wrong number and hang up.

(6) Emergency Contact Numbers

When travelling, if you encounter an unexpected accident or your life is in danger due to a natural disaster etc., you must seek help. In order to be prepared for such situations, be sure to have the contact details of the police and fire department in the country/area you are staying in, as well the contact details of the Embassy and Consulate in Japan and your home country.

(7) Contacting ‘J-TAS Overseas Risk Management Support Desk’ through LINE app

You can call the TOTAL SUPPORT DESK with a LINE app free call in addition to the existing toll free numbers.

<How to call from LINE>

1. Go to the website by scanning the QR code.
2. Press the button shown on the site.
3. Follow the directions and press the ‘Call’ button. It will connect you to the TOTAL SUPPORT DESK for free from overseas.



6. Check Lists

【Possession Checklist】

- Passport
- Copy of Passport
- Airplane ticket
- Visa
- Overseas Travel Insurance certificate
- J-TAS card
- Emergency card
- Cash, Foreign Currency, Credit cards, etc.
- Medicine and a First-aid kit
- English Medical Certificate and Prescription (If you have any chronic diseases)
- Travel Plans and Itinerary
- Map of destination (country, region, host organization/university, etc.)
- This Guideline

【Emergency Contact Number Checklist】

Emergency Numbers at your Travel Destination

- Emergency telephone numbers (Police, Fire, and Medical etc)
- Host University/Organization Contact Numbers (Name of the Incoming Coordinator and Office Name at the Host University – you may be asked this information at the airport upon arrival)
- Contact number of the place that you will be staying (hotel, dormitory, apartment, homestay, etc.) :
You should be able to answer this as you will be asked this at the airport upon arrival.
- Contact number of Diplomatic Missions Abroad (Address, phone number, e-mail address, and URL of the Japanese Embassy/Consulate General in the country that you are staying)

* You must submit a “Notification of Residence” to the Japanese Embassy in the case that you will be living overseas for three months or more.

Emergency Contact Numbers in Japan

- APU Contact Numbers
- Contact numbers for travelers, airline company, insurance company, bank, credit card company, etc.
- Contact numbers for your guardians and any other close family members.

7. Sources of Safety Information

Be thorough in your preparations so that you are able to enjoy your time abroad. It is most important of all that you have the most up-to-date information. The web sites listed below provide government level risk management information - be sure to have a look at each of them:

- Japanese Ministry of Foreign Affairs: Overseas Safety Homepage; Check information on your destination!: <http://www.anzen.mofa.go.jp/>
- Centers for Disease Control and Prevention (Learn about your destination) :<https://wwwnc.cdc.gov/travel/page/learn-about-destination>
- Australian Department of Foreign Affairs and Trade, Consular Travel Advice: <http://www.smartraveller.gov.au/>
- United Kingdom Foreign and Commonwealth Office, Consular Division Travel Advice: <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>
- World Health Organization (WHO): <http://www.who.int/en/>

8. Risk Management Measures for All Students Going Abroad

When?	Important points
1. Before departure	<p>1. Important points concerning risk management on Off-campus Study Programs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep an eye on your state of health (take regular university health checkups, discuss any possible problems at the health clinic or with your local doctor. <input type="checkbox"/> Fill in your emergency contact card properly and participate in an emergency simulation activity. Be aware that there is a high likelihood that you will encounter a dangerous situation while you are abroad. <p>2. Pre-departure procedures at APU</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in pre-departure guidance sessions <input type="checkbox"/> Purchase Risk management system (J-TAS) and overseas travel insurance policy as specified by the university. <input type="checkbox"/> Leave a copy of the policy at your parent's house. <p>3. Gather information on the international political situation in the destination country.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a solid understanding of the changes and trends in international affairs <input type="checkbox"/> Have a solid understanding of the safety information relating to the destination country (terrorism / insurgency, methods and trends in crime, information relating to hygiene and sickness, morals / customs, the destination country's rules and regulations). Please refer to the Ministry of Foreign Affairs website for more information. <input type="checkbox"/> Have a solid understanding of information regarding infectious diseases in the destination country. Get any necessary vaccinations. <input type="checkbox"/> Have an understanding of the destination country and its relationship with your own country in political, social and cultural terms.

	<p>4. Gather information about the structure and makeup of your host institution</p> <p><input type="checkbox"/> Research about support systems for foreign students and any danger /risk management systems that are in place.</p>
2. After departure	<p>1. Submission of Notification of Residence form / understanding of risk management information</p> <p><input type="checkbox"/> Submit paperwork notifying your presence in a foreign country to an embassy abroad. Non-Japanese student should follow the regulations of their home country.</p> <p>2. Gathering of information on the host institution / situation report to APU.</p> <p><input type="checkbox"/> Be sure to attend all necessary orientations.</p> <p><input type="checkbox"/> Find out emergency contact details for your host institution</p> <p><input type="checkbox"/> Follow the respective program's instructions and report your overseas contact information to APU so that there is a clear point of contact between you and APU while you are abroad.</p> <p><input type="checkbox"/> Report to APU regarding any insurance that you take out after your arrival in the destination country. Send a copy of the certificate to the Academic Office by post or fax.</p> <p>3. Self Management</p> <p><input type="checkbox"/> Carry your 「J-TAS card」 and 「Emergency Contact Card」 with you at all times</p> <p><input type="checkbox"/> Do not operate cars, motorcycles, electric bicycles or segways while you are abroad</p> <p><input type="checkbox"/> If you have any concerns about your health or study while you are abroad then be sure to discuss them with your host institution, or with APU, as soon as possible.</p>
3. In case of Emergency	<p>1. Phone the emergency contact at your host institution and behave as instructed. Contact Risk Management Support Desk as instructed on J-TAS card.</p> <p>2. Contact APU as instructed on your Emergency Contact Card. If you yourself are unable to contact APU then instruct your host institution / the local embassy to do so.</p> <p>3. Contact your family.</p> <p>4. Follow the instructions of J-TAS or your local embassy.</p>
4. Upon returning	<p><input type="checkbox"/> When returning from countries thought to have outbreaks of contagious diseases: if you are instructed to remain at home by APU then please do so.</p>