

Student Organization's Overseas Activity Preparation

1. Plan carefully!

You will learn a lot from conducting activities overseas and being exposed to different environments, however, it is also possible that you may encounter unexpected incidents/accidents while abroad. Careful planning is key! Here are some things your student organization need to consider when planning:

- ✓ What are the purposes and goals of your trip? Is this trip the best way to achieve the purposes or goals?
- ✓ Are the destinations safe? Check the latest safety information on your destinations.
- ✓ How can you prevent your members from having an accident?
- ✓ How will your members deal with an accident/emergency if it actually happens? Are your emergency response measures realistic?
- ✓ If you will be traveling with a big group, how do you plan to manage the members while traveling?
- ✓ Do all of the members going on the trip meet the Covid-19 entry and exit requirements for the country (or countries) you will be traveling to?
- ✓ Have you consulted with your student organization's advisor about your overseas activity?

2. Immunizations

Look into getting vaccinated before going overseas.

Do some research on the types of vaccinations that are strongly recommended for people traveling to the place you are going and consult with the APU Health Clinic (booking@apu.ac.jp) as soon as possible if you are considering getting vaccinated.

- Bring a document that shows a record of your vaccinations such as a *Boshi Techo* (a Mother and Child Health Handbook), etc. with you when you go to the Health Clinic.
- All travellers should review the following videos

<https://www.pip-maker.com/?view=619i>

- The APU Health Clinic will not be administering the vaccine, that will be done at a hospital for a fee, however, it is recommended that you speak with Health Clinic staff as soon as possible as you will need to make a reservation to get vaccinated and there are cases where the vaccine you need may be out of stock or you may need to space out the time between doses. (until 22. Jun)

3. Come up with risk management guidelines for your organization and share them with all of the members.

(1) All members participating in the overseas activity must watch the following video.

- ① Video on Overseas Safety Measures

Video URL: <https://www.pip-maker.com/?view=wg8m>

Pass Code: EqE5BBvd

(2) Come up with detailed safety measures for your organization using the sites below as reference. Share the guidelines with all of the members and confirm that everyone clearly understands the contents.

- Japanese Govt.(Japanese) <https://www.anzen.mofa.go.jp/riskmap/>
- UK Govt. (English) <https://www.gov.uk/browse/abroad/travel-abroad>
- Japan's Ministry of Health, Labour, and Welfare (FORTH) (Japanese) <http://www.forth.go.jp/>

- NHS inform (英語) <https://www.nhsinform.scot/healthy-living/travel-health/travel-health-and-vaccinations/>

4. Make other travel arrangements such as flights, accommodations, etc.

5. Purchase Travel Insurance

- All members participating in the overseas activity are strongly encouraged to purchase an overseas travel insurance policy that will cover them for the entire overseas travel period. (APU does not provide insurance or any compensation.)
- Members participating in the overseas activity should be knowledgeable about the type of insurance policy they have purchased and what the policy covers. Compensation for anything not covered by the insurance policy purchased will be responsibility of the individual.

6. Inform family members and others about the overseas expedition

All members taking part in the expedition should inform their family and other close contacts of the trip details (flight numbers, accommodation, itinerary, emergency contact details, etc).

7. Submit the following documents to the Outreach and Research Office on time

- There are many documents that you will need to collect from participants. Make sure you have sufficient time to prepare in order to submit the documents by the designated deadlines.
- There are cases where the University may not give the organization approval to conduct the overseas activity depending on the activity content.

	Document Name	Form No.	Deadline
1)	Overseas Activities Proposal & Map	Registration System : “Activity Registration” →”Overseas Activity Registration"	Tuesday, Jun 30 • Apply Online • It is possible to submit a tentative draft by this date and submit the final version later.
2)	List of Participants for the Overseas Activity (Form Overseas 02)	Attach these forms when you lodge the abovementioned “Overseas Activity Registration” in the registration system (Wawa Office)	
3)	Overseas Activities Schedule Sheet (Form Overseas 03)		

8. Pre-Departure

- All members participating in the overseas activity must;
Complete “Tabi-Regi” (Overseas Travel Registration) (※Japanese only)
<https://www.ezairyu.mofa.go.jp/tabireg/index.html>
- Make sure to inform your advisor of the trip details prior to departure if you are a member of an organization with an advisor.

9. During the Overseas Activity

- Keep an eye out for safety updates and always prioritize safety during your activities.
- The trip leader should inform the Outreach and Research Office immediately if there are any changes to your itinerary or contact information in the place you will be staying.
- In case of emergency, please contact the University or the people/organizations listed on the Emergency Contact Card.
- Students who completed the “Tabi-Regi” (Overseas Travel Registration) procedures prior to traveling will receive overseas safety updates from Japan’s Ministry of Foreign Affairs to their registered email address.

10. Upon Return

- Submit the “Event Report” to the Outreach and Research Office via the online application system 10 working days from the date your activity finishes.
- If you are a member of a student organization with an advisor, contact your advisor as soon as possible to report that you have completed your activity.