

## Student Organization's Overseas Activity Preparations

### 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?
- ✓ Is it cost effective?
- ✓ 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?
- ✓ What kind of immunization is necessary when visiting the destinations? Go to the APU Health Clinic to ask for advice.
- ✓ If you will be traveling with a big group, how do you plan to manage the members while traveling?
- ✓ Do you have enough time to apply for passports/visas for all the members?
- ✓ Have you consulted with your student organization's advisor about your overseas activity?

### 2. Attend the Overseas Trip Leader's Guidance Session

Date & Time: 5th period, Wednesday, Dec 18, 2019 Venue: F 210

**Three** representatives from organizations that are planning or considering overseas activities must attend this guidance session. No reservation is required.

- In principal, the University will not approve the overseas activities of student organizations that do not attend this guidance.

### 3. Immunizations

Information concerning the immunizations recommended for each student organization will be provided at the above Overseas Trip Leader's Guidance Session. The representatives who attended the session should distribute the session documents to the members of the group who will be participating in the overseas activity and make sure they are aware of the following procedures.

- (1) By Jan 10 (Fri) Watch the "Immunization Guidance" video.  
Video URL : <https://youtu.be/edgpZy7qO-8>



After watching the video, each participant must fill out the Vaccination History Check Sheet (distributed at the guidance session) and submit it to the leader of your club's overseas activity.

- (2) After watching the video, consider your destination and the types of activities you will be involved in and decide whether or not to be immunized.
- ◇ If you decide to get the immunization shots, bring the following 3 things with you to the Health Clinic by Friday, January 17.
    - ① Maternity Record Book (*Boshi Techo*) or Immunization Record (a copy or picture will be accepted in place of the original)
    - ② Vaccination History Check Sheet (Distributed at the guidance session)
    - ③ Application for Consultation (Distributed at the guidance session)

### ◇ Overseas Activity Leaders

Please collect the Vaccination History Check Sheets for everyone in your organization going overseas and bring them to the Health Clinic by Friday, January 17.

4. 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 2 videos.

① Video on Overseas Safety Measures

Video URL: <https://youtu.be/06w9o6Kf0Gw>

※All members must conduct the “Tabi-Regi” registration procedures after watching the video.

(The registration process is all in Japanese. Please assist the members of your group who need help with Japanese.)

② Video on Health Management:

Video URL: <https://youtu.be/I6gNoAJSCm0>

(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>
- US Govt. (English)  
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- Japan’s Ministry of Health, Labour, and Welfare (FORTH) (Japanese) <http://www.forth.go.jp/>
- Traveler’s Health (CDC) (English) <http://wwwnc.cdc.gov/Travel>
- Fit for Travel HP (English) <http://www.fitfortravel.nhs.uk/home.aspx>

5. Parent/Guardian & Student Consent Form for Overseas Activities

(1) All members participating in the overseas activity must inform their parents/legal guardians about trip details (flight schedule, accommodations, travel itinerary, and emergency contact information).

(2) Fill out the “Parent & Student Consent Form for Overseas Activities” (designated form) after receiving verbal consent from your parents/legal guardian.

- ✓ Underage students must have a parent/guardian sign the consent form.
- ✓ It is not necessary to submit the original form that needs to be filled out by parents/guardians. (It is possible to print out and submit a scanned copy of the original document filled out by a parent/guardian.)
- ✓ Please be aware that the Student Office may contact your parents/guardian regarding this trip.

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

7. Purchase Travel Insurance

- All members participating in the overseas activity must purchase a travel insurance policy that will cover them for the entire travel period.
- Members who are originally from the country the group will be traveling to and has insurance coverage in their home country are not required to purchase this travel insurance although it is strongly recommended.
- Members must submit a copy of their insurance certificate to the University after purchase. Individuals with insurance certificates written in languages other than English or Japanese must translate the name of the insurance company, their name, period of coverage, and the insurance company’s phone number in the margins of the certificate copy.

- Individuals who will be using a travel insurance policy included on their credit card (complimentary credit card travel insurance) must submit a copy that clearly states that the credit card is equipped with a complimentary travel insurance feature and that the insured person is the person participating in the overseas activity.
- Individuals may purchase insurance from different insurance companies. Members do not need to use the same company.

8. Submit the following documents to the Student 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"	<p style="text-align: center;"><b>Friday, Jan 17</b></p> <ul style="list-style-type: none"> <li>• Apply Online</li> <li>• Please fill in all of the information you have at this time. It is possible to make changes at a later date if necessary.</li> </ul>
2)	List of Participants for the Overseas Activity	Attach the Form Overseas 02 when you lodge the abovementioned "Overseas Activity Registration" in the Registration system	
3)	Overseas Activities Schedule Sheet	Attach the Form Overseas 03 when you lodge the abovementioned "Overseas Activity Registration" in the Registration system (Can be replaced with a free format version)	
4)	Parent & Student Consent Form for Overseas Activities	Overseas 04	<p style="text-align: center;"><b>Friday, January 24</b></p> <ul style="list-style-type: none"> <li>• Submit to the Student Office once you have received copies from all participating members.</li> <li>• If you are unable to submit all of the members' copies by this date, please send an email to: <a href="mailto:stueca@apu.ac.jp">stueca@apu.ac.jp</a> with a date of when you will be able to submit the documents.</li> <li>• Arrange the documents in the same order as the "List of Participants for the Overseas Activity" (Overseas 02) when submitting them to the Student Office.</li> </ul>
5)	Copy of Insurance Certificate	(Please use A4-sized paper.)	
6)	Copy of Passport		

9. Pre-Departure

- All members participating in the overseas activity must have a copy of the Overseas Activities Proposal and the Overseas Activities Schedule Sheet that were submitted to the Student Office as well as the Emergency Contact Card (handed out at the Overseas Trip Leader's Guidance) with them while traveling.
- Please inform the Student Office if the trip leader forgets their mobile phone or if their phone number changes.
- Make sure to inform your advisor of the trip details prior to departure if you are a member of an organization with an advisor.

10. During the Overseas Activity

- Keep an eye out for safety updates and always prioritize safety during your activities.

- In the 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.

11. Upon Return

- Submit the “Event Report” to the Student 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.