

Preparing for the student organization's overseas activities

1. Plan carefully

You will learn a lot from doing activities overseas, being exposed to different environments. But as you know, you may encounter incidents/accidents in different countries which you could not imagine. Therefore, it is very important to plan carefully for your trip. Here are some things your student organization need to consider in planning the trip;

- ✓ 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 the destinations.
- ✓ How can you prevent your members from having an accident?
- ✓ How will your members deal with an accident/emergency if it actually happens? Can your members really do it?
- ✓ What kind of immunization is necessary in visiting the destinations? Go to the APU Health Clinic to ask for an advice.
- ✓ If you are going with a big group, how will you manage them while traveling?
- ✓ Do you have enough time to organize for passports/visas for all the members?
- ✓ Have you consult with your student organization's supervisor about your overseas activity (if you have)?

2. Attend the Overseas Trip Leader's Guidance Session

Date & Time: 5th period, Wednesday December 12, 2018 Venue: F 107

Two representatives from each organization that are planning or considering to conducting overseas activities must attend this guidance session. No reservation is required. In principal, the university will not approve overseas activities of the student organizations that do not attend this guidance.

Please be advised to read through the forms listed in 6 below. If you bring drafts of those forms, a university officer will check them after the guidance.

3. Gain the guardian's permission

All the members need to inform their own parents about this trip with details including the flights, accommodation, trip schedule, and emergency contact information. You need to submit a guardian consent form to the Student Office. In the form, please include, "statements of consents for overseas activity, student's name, guardian's name, address, phone number, date and signature", written by member's guardian. The Student Office may contact the guardians regarding this trip.

Students over 20 years old can submit the self-declaration letter for guardian's consent instead of a guardian consent form. In the self-declaration letter, please include "statements of getting consent from a guardian, student's name, guardian's name, address, phone number, date and student's signature."

4. Obtain travel Insurance

Basically all the members must obtain travel insurance for the entire travel period. For the members who are from the destination country and have local insurance, it is still recommended to obtain travel insurance but it is not mandatory.

5. Make other travel arrangement such as flights, accommodation, etc

6. Submit the following documents to the Student Office on time.

	Document Name	Form No.	Deadline
1	Overseas Activities Proposal & Map	Overseas 01	Friday, January 11 (You can submit the draft by this date and submit the final version later.)
2	List of Participants for the Overseas Activity*	Overseas 02	
3	Overseas Activities Schedule Sheet	Overseas 03 (Can be replaced with a free format version)	
4	Guardian's Consent Form	Free format	
5	Copy of Insurance Certificate*		
6	Copy of Passport		

* APU joins an emergency support service on your behalf (This is NOT insurance). If the members participating change, please report it to the Student Office as soon as possible.

** If it is written in neither English or Japanese, please add the translation for the parts of insurance company name, student name, insurance period, company's phone number in blank spaces on the copy.

Please be advised that the university may not approve the trip depending on your trip plan.

7. Attend the University Safety and Crisis Management & Vaccination Guidance Session (Required for all the participants)

(1) For students who will travel overseas but not to their home country:

Date & Time: 17:00-18:30, Wednesday January 16, 2019 Place: F 203(Japanese) F 204(English)

(2) For students who will travel to their home country

Date & Time: 4th period, Wednesday January 23, 2019 Place: F105

All members who will participate in an overseas activity must attend this session. If you have members who cannot attend this session due to unavoidable reasons such as attending a class, a representative of the student organization for the overseas trip must let the Student Office know the name of the absent students and their reasons for absence 3 days prior to the guidance at the latest. In principal, the office will only accept absence due to classes. The Student Office will hold a follow up session for them. The University may disallow members who do not attend this session from participating in the trip.

8. Before Departure

All members who will participate in the overseas activity must take a copy of the Overseas Activities Proposal and the Overseas Activities Schedule Sheet that were submitted to the Student Office, and an Emergency Contact Card which will be handed out at the Safety and Crisis Management Guidance Session. If the group leader of this trip forgets their mobile phone or if their phone number changes, they must inform the Student Office of their new number. If your student organization have a supervisor(s), please report your student organization's trip details to them prior to your departure.

9. During the overseas activity

Keep updating the safety and crisis information, and always prioritize safety in doing activities. In the case of emergency, please contact to the university or the list of people/organizations in your emergency card.

10. In 10 working days after your student organization finishes the overseas activity, submit "Event Report" to the Student Office via the online application system. If your student organization have a supervisor(s), please contact them to report your trip after you finish the activity as soon as possible.