

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?
- ✓ 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 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?
- ✓ Do you have a set plan in place for what to do if someone tests positive for Covid while you are overseas?
- ✓ 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. Make an appointment to speak with Student Office staff about travel preparations. (Please come by Friday, July 8 at the latest.)

- Inform the Office of your preferred appointment date/time in advance. (You may relay that information at the Student Office counter or send an email to stueca@apu.ac.jp.)
- At least 2-3 trip leaders should attend the meeting.

3. 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 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.
- 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.

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.)



Video on Overseas Safety Measures



Tabi-Regi

- ② Video on Health Management:
 Video URL: <https://youtu.be/z6fC4tZzPYo>



Video on Health Management

- (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 & Student Consent Form for Overseas Activities

- (1) All members participating in the overseas activity must inform their parents 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.
 - ✓ Underage students must have a parent/guardian sign the consent form.
 - ✓ Please be aware that the Student Office may contact your parents/guardians regarding this trip.

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

- ✓ Make travel/accommodation arrangements that will help prevent the spread of Covid-19. (An example of this would be to assign the same people to the same hotel room or have the same people travel in small groups to prevent the virus from spreading to other people outside that group in case someone tests positive.)

7. 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.

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;">Monday, July 18, 9AM</p> <ul style="list-style-type: none"> • Apply Online • It is possible to submit a tentative draft by this date and submit the final version later. <hr/> <ul style="list-style-type: none"> ● Submit all members documents together ● Arrange the documents in the same order as the "List of Participants for the Overseas Activity" (Overseas 02) and submit all members documents together. <p><If you are unable to submit all members documents together></p> <ul style="list-style-type: none"> ① Leave a comment in the online registration system (Wawa Office) to let the Student Office know the date by which you will be able to submit everyone's documents. ② Reapply (Wawa Office) once you are able to submit everyone's documents.
2)	List of Participants for the Overseas Activity (Form Overseas 02)	<p>Attach these forms when you lodge the abovementioned "Overseas Activity Registration" in the registration system (Wawa Office)</p>	
3)	Overseas Activities Schedule Sheet (Form Overseas 03)		
4)	Parent & Student Consent Form for Overseas Activities (Form Overseas 04)		

9. Pre-Departure

- All members participating in the overseas activity must;
 - 1) have the Emergency Contact Card with them while traveling.
(The Student Office will give the cards to the trip leader.)
 - 2) 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.

10. During the Overseas Activity

- Keep an eye out for safety updates and always prioritize safety during your activities.
- The trip leader should inform the Student 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.

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.