

June 8, 2022

Dear Students:

Trustee and Vice President
for Educational and Student Affairs
IIDA Hiroyuki

Student International Travel during the Coronavirus Pandemic

Given the COVID-19 situation and the accompanying travel restrictions both domestic and international, we had notified you the guidelines by e-mail dated April 28, but the following guidelines will apply to student international travel in 2022 from now on.

This guideline may be revised in the future if the government changes the policy, considering the Overseas Travel Safety Information issued by the Ministry of Foreign Affairs of Japan and the Border Measures in Japan.

<Procedure for students to go to overseas>

When students go to overseas, given the Overseas Travel Safety Information issued by the Ministry of Foreign Affairs of Japan, online attendance is strongly encouraged for the time being. If there is a need to go abroad for unavoidable reasons, approval from their own supervisor must be obtained beforehand and an attachment “Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)” must be handed to the responsible section (*2) by the due date for submission.(*1)

The travel is approved only if all the following requirements are met.

1. The host institution has agreed to accept students from JAIST.
2. Both the travel advice and warning level and the infectious disease warning level of the host country / region in the Overseas Travel Safety Information are Level 1 or below.
3. The host country / region has not restricted travel from Japan. If any quarantine measures are in place for entry from Japan, they must be abided by.
4. The number of days of activity in the host country / region exceeds the quarantine period in the host country / region and Japan.
5. In principle, at least three doses of the COVID-19 vaccination must have been completed at least two weeks prior to the departing date.
6. Approval of the Dean and the Trustee and Vice President for Educational and Student Affairs has been obtained.

※1 Due date for Submission

1 month prior to the departing date(2 months prior to the departing date if visa application is required.)
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Note that if the due date for submission falls on a weekend or national holiday, it is set on a preceding weekday.

※2 Responsible Sections

- Travels under the Off-Campus Research Grant Program: International Student Section, Student Affairs Department

- Travels under Research Guidance at other graduate institutes: Educational Service Section, Educational Affairs Department
- Travels under the Internship Grant Program: Career Support Section, Student Affairs Department
- Travels under the JAIST Research Grant: Educational Affairs International Section, Educational Affairs Department
- Overseas research travels other than those listed above: Secretarial Service Section, Graduate School Secretarial Service Department

【NOTES】

- If either the travel advice and warning level or the infectious disease warning level of the host country / region in the Overseas Travel Safety Information is raised to Level 2 or higher, the travel to the country must be canceled. Those who have already traveled to the country must return to Japan. In such case, in principle, students must pay the related fees themselves.
- If the COVID-19 situation in Japan worsens while visiting the country / region and students cannot return to Japan, they must pay for the extension of their stay themselves.
- In case that the travel has been approved, the responsible section will also inform the Crisis Management of it.

<Procedure for students who are staying overseas>

The domestic travel to attend a conference and etc. of the country where students are staying are not recommended and online meeting is strongly encouraged. If there is a need of the domestic travel for unavoidable reasons, approval from their own supervisor must be obtained beforehand and an attachment “Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)” must be handed to the responsible section by the due date for submission. (※3)

In order to travel domestic all the following requirements need to be met.

1. The host institution has agreed to accept students from JAIST.
2. The travel advice and warning level or the infectious disease warning level of the host country / region in the Overseas Travel Safety Information are level 2 or below.
3. Approval of the Dean and the Trustee and Vice President for Educational and Student Affairs has been obtained.

※3 Due date for Submission

2 weeks prior to the departing date

Note that if the due date for submission falls on a weekend or national holiday, it is set on a preceding weekday.

【NOTES】

- If either the travel advice and warning level or the infectious disease warning level of the host country / region in the Overseas Travel Safety Information is raised to Level 3 or higher, the travel in the country must be canceled. Those who have already traveled must return to their home. In such case, in principle, students must pay the related fees themselves.

- If the COVID-19 situation in the host country / region worsens while visiting the country and students cannot return to their home, they must pay for the extension of their stay themselves.
- Travel from the staying country to the other country than Japan is not approved. In addition, following the preventive measure set by Japanese government is needed when having arrived in Japan.
- In case that the travel in the country has been approved, the responsible section will also inform the Crisis Management of it.
- Regarding the attachment “Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)”, the term “traveling abroad” shall be replaced to “domestic travel” and the compliance items for overseas travel 1, 9, 10, 11 and 14 of the Guidelines are not applied in this procedure.

<Procedure for the participants in Collaborative Education Programs>

Regarding the travel by collaborative Education Programs participants required to meet the program requirements, the decision of whether or not to travel is made by a partner institution and JAIST. If the travel is approved, approval from their own supervisor must be obtained first and an attachment “Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)” must be handed to the responsible section. In addition, approval of the Dean and the Trustee and Vice President for Educational and Student Affairs must be obtained beforehand through the Student Affairs Department.

In case that the travel has been approved, the responsible section will also inform the Crisis Management of it.

<Procedure for private overseas travel>

If there is a need to go abroad privately, consider the impact on your academic achievement carefully and decide whether to travel. After obtaining the own supervisor’s approval, “Notice of Traveling Overseas”(for Japanese students) or “Notice of Temporary Leave”(for international students) as well as “Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)” must be handed to the Student Affairs Department. In addition, approval of the Dean and the Trustee and Vice President for Educational and Student Affairs must be obtained beforehand through the Student Affairs Department.

In case that the travel has been approved, the responsible section will also inform the Crisis Management of it.

Regarding all the travel mentioned above, students are required to get either an overseas travel insurance or a local insurance that covers the COVID-19 infections and provides sufficient compensation for the entire period of the travel.

Declaration Form for Traveling Abroad during the Coronavirus Pandemic (Pledge)

Date: _____

Student number _____ Name(Signature) _____

I request for permission to travel abroad as follows.

Period of travel: _____

Purpose of travel: _____

Destination (country / city / institution): _____

The travel advice and warning level of the host country / region set by the Ministry of Foreign Affairs of Japan: _____ The infectious disease warning level: _____

Date of vaccination: 1st dose _____ 2nd dose _____ 3rd dose _____
(Attach a documentation that proves vaccination.)

Understanding that I must ensure my own safety in the host country / region, I pledge to be aware and responsible for my own safety and health and to accept and agree to comply fully with the following COVID-19 compliance items in guidelines.

For other matters stipulated by JAIST, I adhere to the regulations set by JAIST.

Guidelines

*Check the boxes ☒ for the items you have confirmed (In case of private travels, do not check items 2 and 3.)

- ☐ 1. You must pay attention to instructions from the government of the host country / region and notices from diplomatic missions abroad, and upon entry, confirm in advance the quarantine measures, such as quarantine period, set by the host government and host institution, and strictly comply with local laws and regulations.
- ☐ 2. Based on the situation of restrictions on activities (travel restrictions, self-quarantine, etc.) in the host country / region and the situation of research activities at the host institution, you must confirm that the intended activities (research activities, trainings, internships, conferences, etc.) are sufficiently possible.
- ☐ 3. You must have consent from the host supervisor of the institution in the host country / region (host faculty or staff member responsible for hosting the student) that you can receive support in case of emergency to ensure your safety during the stay, and that he/she serves as the local contact point for JAIST to confirm the situation in an emergency.
※ In the case of a travel to attend an academic conference that does not have a local host institution, the secretariat of the conference shall be in charge of hosting the student.
<Supervisor of the host institution> (or a JAIST faculty or staff member who will accompany you throughout the entire travel.)
Name: _____
Affiliation / position: _____
Tell: _____
E-mail: _____
- ☐ 4. You must have a safe place to stay in the host country / region before going overseas.
Name of the place you will stay: _____
Address of the place you will stay: _____
- ☐ 5. Medical facilities where you can see a doctor must be available in the surrounding area in the host country / region.
- ☐ 6. You must have permission to travel abroad from your family.
- ☐ 7. You must be in good health to travel abroad.
- ☐ 8. You must get either an overseas travel insurance or a local insurance that covers the COVID-19 infections and provides sufficient compensation for the entire period of the travel.
- ☐ 9. You must confirm the quarantine period required in the host country / region and in Japan when you return before planning your departure from Japan. You must pay for all your quarantine fees.
- ☐ 10. The number of days of activity in the host country / region exceeds the quarantine period in the host country / region and Japan.

- ☐ 11. When returning to Japan, you must strictly comply with the quarantine measures and the Border Measures set by Japanese government.
- ☐ 12. If you are infected with COVID-19 during your visit and required quarantine or hospitalization, you must pay all the fees for the isolation and hospitalization.
- ☐ 13. If the COVID-19 situation worsens and JAIST cancels your visit or order you to return to Japan, putting the safety of the students first, you must follow the order by JAIST immediately. In principle, you must pay yourself the costs related to cancellation of your visit or your return to Japan.
- ☐ 14. If the COVID-19 situation in Japan worsens during your visit and you cannot return to Japan, you will have to pay for the extension of stay yourself.
- ☐ 15. In case of death, your family will be responsible for transporting your body (bones).
- ☐ 16. For any other unclear matters or matters not specified above, you must follow the orders by JAIST.

(Supervisor)

Date of approval _____ Name(Signature) _____

* If you need to quarantine when entering Japan based on the quarantine measures and the Border Measures set by Japanese government, you must inform the Student Affairs Department (the Student Welfare Section for Japanese students and the International Student Section for International students) of name and address of the hotel beforehand. If you have to self-quarantine at a place other than a hotel for unavoidable reasons, informing the place and its address is required.

(Dean)

Date of approval _____ Name(Signature) _____

(Trustee and Vice President for Educational and Student Affairs)

Date of approval _____ Name(Signature) _____

Note: Faculty member's signature can be substituted by his/her approval email.