

Date_____ (yyyy/mm/dd)

Dean, Graduate School of_____

Course

Graduate School of_____ M.S. Ph.D.

Lab Name:_____

Student ID#:_____

Name:_____

Overseas Travel Notification

This is to notify you of the following overseas trip.

Duration: From_____ to_____ (yyyy/mm/dd)

Destination: (City, country)_____

Destination: (Accepting institution)_____

Accepting staff/faculty member:_____

Contact information: (phone · e-mail) _____

Purpose: Training/study at an overseas university/institution

Internship at an overseas institution

Conference/symposium/seminar/etc.

※Name of event/activity_____

Other (Please explain) _____

Fulfills credit requirements (in part or full) Yes · No

※If yes, write NAIST subject name : _____

Travelling with faculty Yes · No **School** GSIS · GSBS · GSMS **Name**_____

Submitted university travel paperwork Yes · No

Residence overseas:_____ **Duration:** From_____ to_____

Address overseas:_____

Emergency contact information in Japan

Name (Relation)_____ Phone · email : _____

※In event of travel changes contact Educational Planning Section, Educational Affairs Dept.

※For multiple residences, copy residence section above and add all residence information.

Educational Planning Section e-mail: gakukyo@ad.naist.jp phone:0743-72-6247