

Internship/ Practice on Overseas Field Epidemiology/ Practice on Overseas Collaborative Research Flowchart

2nd year (Enrolled in April)												3rd year												4th year											
III						IV						V						VI						VII						VIII					
April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
1st year (Enrolled in Oct.)						2nd year (Enrolled in Oct.)						3rd year (Enrolled in Oct.)						4th year (Enrolled in Oct.)																	
II						III						IV						V						VI						VII					
April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March

Preparation & Application

Application deadline :

2 months prior to departure
as a general rule

Find the host institute



Need LP office support

Contact the host institute

LP office will introduce the host institute

Do you need MOU with the host?

Yes

No

LP Office will support
↓
Steering Committee
↓
International Committee
↓
Faculty Council

about 4 months process

Submit the followings to LP Office
Application deadline : 2 months prior to departure

- 1) Application form
 - 2) Time schedule
 - 3) Acceptance letter from the host
 - 4) Estimate of Flight and Itinerary
 - 5) Others if needed
- Download the forms from our Web site "submission forms"

Review your application at the committee

Approval

After approval of your travel

Interview at the committee (Externship only)

Study English communication skills, if needed

Preparation
☐ Air ticket
☐ Visa
☐ Vaccination
☐ Accommodation
☐ Insurance

Preparation for the host (if needed)

- ① Official letter to the host
- ② Letter of Verification of Funding
- ③ Enrollment certificate, Certificate of Health examination
- ④ Itinerary

Overseas Activities Travel Guideline

1. Activities period:

- More than a week
- Your accommodation and daily allowance will be covered upto 28 days.

2. Others:

- Visa fee will be covered. (except travel to get visa and commission charges)
- Vaccination will be covered.
- Insurance fee will be not covered.

3. Bench fee: Ask for LP Office (negotiable)

★ To prepare for overseas activities take a few months. So please be well-scheduled.

★ International students have some restriction of getting visa. To clear visa issue, international students are allowed to go domestic activities instead of overseas.

Note: Booking your flight

• Do not book your flight ticket before the approval of your travel

FYI JTB travel agent contact address:

tehai@jtbhrc.jp or m.watanabe977@hkd.jtb.jp tel. 011-281-1566

Travel application

Submit the followings to LP Office by E-mail

- ☐ Hokudai travel application 1 month before your travel (Form 2)
- ☐ E-ticket, Itinerary, Estimate of Flight
- ☐ Form of Temporary Leave and Emergency Contact
- ☐ Copy of your travel insurance
- ☐ A letter of attorney (only for Mext Scholarship holders)

Note: During your travel, you need to send "Regular contact " to LP Office by E-mail.

After the overseas activities

Submit the followings to LP Office **within 2 weeks**

- ① Report (Download the form from LP website)
- ② Activities Certificate from the host (Download the form from LP website) (only in case of Internship)
- ③ Stub of your boarding pass

Presentation of your overseas activities

Evaluation and credit

Travel Insurance

Please buy insurance before your travel

Insurance coverage (recommendable)

Injury Death Approximately US\$10,200

Injury permanent disability approximately US\$10,200

Medical & rescuer's expenses approximately US\$10,200~US\$30,600

Sickness death approximately US\$10,200

Seikyo (Mr.ISHIWAKA) ishiwaka@hokkaido.seikyou.ne.jp

TEL011-726-0441、FAX011-746-9065



Note:

How to apply for **other overseas travel from the central LP budget**

1) Application form

Destination: Please specify the name of venue, city and country of the conference.

Purpose of trip: Please describe:

Purpose of attending and presenting at the conference.

What is the content of the conference?

What do you want to learn from the conference?

What will the benefits be of attending the conference related to your PhD course study or your career path?

2) Abstract, 3), Time schedule of the conference, 4) Acceptance letter,

5) Estimate of Flight and Itinerary