Registration Manual
for Overseas Travel Information Registration System

I. What is Overseas Travel Information Registration System
   - The purpose of this system is risk management for the students travelling overseas, and collecting information for the instructions and procedures of the students’ travel.
   - **Students shall complete the registration to the system before departure of the travel overseas.** (To check what kind of travel you must complete the registration for, see the previous page.)
   - If the registration to the system is not completed before your departure, some important procedures cannot be completed and it may cause you disadvantages.

II. How to register
   - Access [https://horyu.el.kyutech.ac.jp/course/view.php?id=617](https://horyu.el.kyutech.ac.jp/course/view.php?id=617) and log in with your “Kyukoudai ID (九工大 ID)”.
     → Click 「2019 年度海外渡航者情報登録」 (Overseas Travel Information Registration)
     → Click the tab 「エントリを追加する」 (Enter your information)
   *When you fill in all the items, the registration is completed.
   - **Start the registration as soon as your travel is decided. Add or modify the information accordingly when it’s finalized or changed, and make sure to complete the registration before your departure by filling in all the items.**
   - Make sure to complete your registration by the deadline informed by the staff of each campus.
   - **For more details on how to register, see the instructions on the following page.**

III. Data Protection
   - The information you provide will be kept strictly confidential and be used only for the purpose mentioned in the section I. If the information is to be used for other purposes, it will be notified to you in advance.

IV. Inquiries
   - The system is all in Japanese. If you need a help with the language, ask your tutor (student buddy), Japanese students in your lab, or your Japanese friends.
   - About the instructions on the following pages, inquire of the staff at each campus.
Instructions of Registration

① Click the tab 「エントリを追加する」

② The items with the mark “①” need to be all fill in otherwise you cannot save the entry

③ Enter your name in Japanese Katakana if possible. If not, alphabet is acceptable
- Insert space between first name and surname

④ Enter your name in the same spelling on your passport
- In half-width alphanumeric, all capital
- Insert space between first name and surname

⑤ Undergraduate student: Choose your department
- Graduate student: Choose「該当なし（大学院所属）」

⑥ Undergraduate student: Choose「該当なし（学部所属）」
- Graduate student: Choose your department
① Enter your mobile phone number you usually use in Japan
*If you set your mobile phone in international call mode to use during your travel, enter the number again here

② Enter your e-mail address which you usually use and will be used during your travel

③ Enter any phone number with which you can get contacted by Kyutech in case of emergency eg.) Your mobile phone to be used during your travel/mobile phone of attendant professor/mobile phone of host university's professor or staff/phone of conference secretariat

④ Choose the category of travel

⑤ For outbound program organized by Kyutech: Choose the name of the program in accordance with the instructions of the staff of each campus
- For participation in conference: Choose 「998:学会等」
- For other travel abroad Choose 「999:その他」

⑥ If you choose 「998:学会等」「999:その他」 in the item above, enter the name of the conference or brief explanation of your travel

⑦ Enter the name and phone number of the person to be contacted by Kyutech in case of emergency eg.) Your parent/guardian

⑧ Enter your e-mail address which you usually use and will be used during your travel

⑨ Enter your mobile phone number you usually use in Japan
*If you set your mobile phone in international call mode to use during your travel, enter the number again here

⑩ Enter the name and phone number of the person to be contacted by Kyutech in case of emergency eg.) Your parent/guardian

⑪ Choose the category of travel

⑫- For outbound program organized by Kyutech: Choose the name of the program in accordance with the instructions of the staff of each campus
- For participation in conference: Choose 「998:学会等」
- For other travel abroad Choose 「999:その他」

⑬ If you choose 「998:学会等」「999:その他」 in the item above, enter the name of the conference or brief explanation of your travel

⑭ Register all the countries you will stay in
* No need to register the countries you stop by for transit

⑮ Enter the name of all the cities you will stay in

⑯ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

⑰ Enter your passport number
* Confirm the expiration date and remaining days required for the entry into the country you will travel to

⑱ Enter your passport number
* Confirm the expiration date and remaining days required for the entry into the country you will travel to

⑲ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

⑳ Enter the name of all the cities you will stay in

㉑ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉒ Enter the name of all the cities you will stay in

㉓ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉔ Enter the name of all the cities you will stay in

㉕ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉖ Enter the name of all the cities you will stay in

㉗ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉘ Enter the name of all the cities you will stay in

㉙ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉚ Enter the name of all the cities you will stay in

㉛ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉜ Enter the name of all the cities you will stay in

㉝ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㉞ Enter the name of all the cities you will stay in

㉟ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊱ Enter the name of all the cities you will stay in

㊲ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊳ Enter the name of all the cities you will stay in

㊴ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊵ Enter the name of all the cities you will stay in

㊶ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊷ Enter the name of all the cities you will stay in

㊸ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊹ Enter the name of all the cities you will stay in

㊺ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊻ Enter the name of all the cities you will stay in

㊼ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊽ Enter the name of all the cities you will stay in

㊾ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

㊿ Enter the name of all the cities you will stay in

①① Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①② Enter the name of all the cities you will stay in

①③ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①④ Enter the name of all the cities you will stay in

①⑤ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑥ Enter the name of all the cities you will stay in

①⑦ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑧ Enter the name of all the cities you will stay in

①⑨ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑩ Enter the name of all the cities you will stay in

①⑪ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑫ Enter the name of all the cities you will stay in

①⑬ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑭ Enter the name of all the cities you will stay in

①⑮ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑯ Enter the name of all the cities you will stay in

①⑰ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑱ Enter the name of all the cities you will stay in

①⑲ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①⑳ Enter the name of all the cities you will stay in

①㉑ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉒ Enter the name of all the cities you will stay in

①㉓ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉔ Enter the name of all the cities you will stay in

①㉕ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉖ Enter the name of all the cities you will stay in

①㉗ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉘ Enter the name of all the cities you will stay in

①㉙ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉚ Enter the name of all the cities you will stay in

①㉛ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉜ Enter the name of all the cities you will stay in

①㉝ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㉞ Enter the name of all the cities you will stay in

①㉟ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊱ Enter the name of all the cities you will stay in

①㊲ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊳ Enter the name of all the cities you will stay in

①㊴ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊵ Enter the name of all the cities you will stay in

①㊶ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊷ Enter the name of all the cities you will stay in

①㊸ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊹ Enter the name of all the cities you will stay in

①㊺ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊻ Enter the name of all the cities you will stay in

①㊼ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊽ Enter the name of all the cities you will stay in

①㊾ Enter the name of host institution or site you will study/work at during your stay eg.) Host university/venue of conference/host company for internship

①㊿ Enter the name of all the cities you will stay in
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>③</td>
<td>Choose departure date from Japan</td>
</tr>
<tr>
<td>④</td>
<td>Choose return date to Japan</td>
</tr>
<tr>
<td>⑤</td>
<td>If the date is not confirmed, enter expected date and choose 「予定」. When the date is confirmed, correct the date and choose 「確定」.</td>
</tr>
<tr>
<td>⑥</td>
<td>Enter the date and number of all the flights including transit. eg.) Dec 1, JL407. *No need to enter the name of airline company.</td>
</tr>
<tr>
<td>⑦</td>
<td>Enter the information of accommodation facility. *In case of emergency, you may get contacted by Kyutech at your accommodation.</td>
</tr>
<tr>
<td>⑧</td>
<td>Enter accommodation’s URL if any.</td>
</tr>
</tbody>
</table>
Check if you complete all the procedures for your travel such as:
- submitting required documents
- taking compulsory lectures

- Submitted Pledge
- Submitted Declaration of health conditions
- Submitted photocopy of passport
- Submitted check sheet of Security Export Control
- Submitted application for travel insurance designated by Kyutech
- Taken Intercultural Awareness Session
- Taken Risk Management Lecture

Make sure to click the button 「保存して表示する」 to save and submit the data you entered.