

Overseas Safety Handbook

for University of Tsukuba Students



Global Commons
University of Tsukuba

Date of Publication: March 2015

TABLE OF CONTENTS

1. Introduction	1
------------------------------	---

2. Risk awareness	1
--------------------------------	---

3. Pre-departure preparation	1
---	---

① Law and order information	1
② Safety measures	4
③ Healthcare	5
(1) Health checkup	5
(2) Household medication	5
(3) Vaccination	5
④ Traveler's insurance	8
(1) Student Educational Research Activities Accident Insurance	8
(2) Credit card overseas travel accident insurance	13
(3) Overseas study insurance, etc.	13
⑤ Overseas Students Safety Management Assistance (OSSMA) ·	16
(1) Outline of OSSMA services	16
(2) Helpline cases	17
(3) OSSMA membership fee (As of September 2014)	18

(4) OSSMA membership application	19
--	----

4. Arrival	20
-------------------------	----

① Things to do immediately after arrival	20
(1) Submission of notification of residence	20
(2) Report of contact information	22
(3) University of Tsukuba Overseas Offices	23
② Precautions during your stay	27
(1) Local laws, rules, and regulation	27
(2) Manner, culture, custom, etc.	27
(3) Safety measures	28
(4) Health and hygiene	29
(5) In an emergency	30
(6) Emergency contact	30
(7) Mental health while studying overseas	31

5. After returning home	31
--------------------------------------	----

References	31
------------------	----

1. Introduction

This handbook specifies the points that are of particular significance from a risk management perspective for students who are thinking of studying abroad to live a life of safety overseas. We hope that this will serve you to adopt safety measures for pre-departure preparation and during your stay abroad.

2. Risk awareness

Recently, students travel overseas for a brief period or for a prolonged period on various occasions including overseas training and internship. With this, it is conceivable that you would become involved in a contingency such as a serious injury, accident, crime, illness, or disaster during your stay abroad.

There is a possibility that you cannot avoid danger if you are living at the same level of awareness as you are living in Japan. First of all, create an awareness of the danger of “being in a foreign country” and always try to look after your safety and health.

3. Pre-departure preparation

① Law and order information

The Ministry of Foreign Affairs (MOFA) publishes “local information” which gives an indication of the current local security situation and safety measures of a country or region thought of as requiring special care for traveling and staying overseas and “spot information” which releases flash reports on select period, place, and item in terms of safety measures. We hope that you find it informative when you are gathering information on the safety of your destination.



The screenshot shows the MOFA Overseas Safety Home Page. The page title is "MOFA 外務省 海外安全ホームページ" (MINISTRY OF FOREIGN AFFAIRS OVERSEAS SAFETY HP). The page content is in Japanese and shows a table of information for Africa (アフリカ). The table lists countries and provides links for "危険情報" (Danger Information) and "スポット情報" (Spot Information).

国・地域別情報		
アフリカ		
アルジェリア	Ⓢ 危険情報	Ⓢ スポット情報
アンゴラ	Ⓢ 危険情報	Ⓢ スポット情報
ウガンダ	Ⓢ 危険情報	Ⓢ スポット情報
エジプト	Ⓢ 危険情報	Ⓢ スポット情報
エチオピア	Ⓢ 危険情報	Ⓢ スポット情報
エリトリア	Ⓢ 危険情報	Ⓢ スポット情報
ガーナ	Ⓢ 危険情報	Ⓢ スポット情報
カーボベルデ	Ⓢ 危険情報	Ⓢ スポット情報
ガボン	Ⓢ 危険情報	Ⓢ スポット情報
カメルーン	Ⓢ 危険情報	Ⓢ スポット情報
ガンビア	Ⓢ 危険情報	Ⓢ スポット情報
ギニア	Ⓢ 危険情報	Ⓢ スポット情報



Each target region is also classified into four categories of “information about the degree of dangers”. Please use it as a guide in making a decision whether or not to travel.

2: Four categories of security measures	
Exercise caution	Japanese nationals traveling to and residing in the relevant country or region are advised to stay alert to the security situation and take necessary precautions.
Reconsider your need to travel	Japanese nationals are advised to evaluate carefully their need to travel and refrain from non-essential travel, and to take appropriate safety measures should they decide to travel.
Recommend to defer all travel	Japanese nationals are encouraged to defer all travel, and Japanese residents in the relevant country or the region are advised to exercise due caution. Japanese residents might be advised to leave the country or region depending upon the situation.
Advise to evacuate and defer all travel	All Japanese nationals are urged to depart immediately from the relevant country or region and advised to defer all travel.

Reference: MOFA’s overseas safety website

<http://www.anzen.mofa.go.jp/masters/explanation.html>



② Safety Measures

For safety measures, collect information on the propensity for crime in your destination from MOFA’s overseas safety website, Quarantine Information Office website of the Ministry of Health, Labour and Welfare (MHLW), and overseas safety websites of each country, international organization, etc. and familiarize yourself in advance with what dangers do you face at the country or region of destination.

The following are informative websites for safety measures.

Website name	Website address
MOFA’ s overseas safety website	http://www.anzen.mofa.go.jp
MOFA’ s overseas safety textbook	http://www.anzen.mofa.go.jp/pamph/pamph_01.html
MOFA’ s Q&A about safeguards against assault and abduction overseas	http://www.anzen.mofa.go.jp/pamph/pamph_04.html
MOFA’ s guide to safety measures for those posted overseas	http://www.anzen.mofa.go.jp/pamph/pamph_08.html
MOFA’ s safeguards against terrorism and abduction when traveling overseas	http://www.anzen.mofa.go.jp/pamph/pamph_10.html
MOFA’ s guide to what the embassy and consulate general can do when you are in trouble overseas	http://www.anzen.mofa.go.jp/pamph/pamph_02.html



③Healthcare

(1)Health checkup

If you are going on a long-term study trip overseas, you are recommended to have a pre-departure physical checkup to get a picture of your health condition. If you have a pre-existing condition, it helps to talk to your doctor and to check the generic name in English of your medication just in case. It is reassuring to get a prescription in English. Dental treatment is typically not included in traveler's insurance so you should also make sure to get your treatment done before your long-term travel.

(2)Household medication

Many health problems are generated by the weather condition, diet, and psychological stress overseas. In that event, if you cannot easily obtain over-the-counter medication as in Japan you should make sure to bring them with you. It is good to bring first-aid medicine such as headache and cold medications, anti-itch medicine, bug repellent among others.

(3)Vaccination

There are two main sides to vaccination for overseas travelers. One is necessary to travel to the country or region demanding for vaccination when one enters the country or region. The other one is for the protection of your health from getting an infectious disease overseas. The Yellow Card may be required for entry primarily to some countries of tropical Africa and tropical South America so make sure to look into the situation of your destination. There are also outbreaks of disease that you will never find in Japan overseas. You could therefore reduce the risk of acquiring an infection by getting a vaccination. The necessary vaccination will vary with destination, length of stay, form of travel, age, health condition, vaccination history, etc.

You need to gather information on infectious diseases at your destination in advance and decide which vaccine to get after getting an understanding of each vaccination. Vaccination agencies are posted on the FORTH (For Traveler's Health) website of the Quarantine Information Office of MHLW at <http://www.forth.go.jp/useful/vaccination02.html>.

★Types of vaccines

Vaccines	Who are at risk?
Yellow fever	Travelers to regions where a high risk for infection is present
Hepatitis A	Medium to long term travelers (1 month or more) to developing countries Particularly for travelers 40 and under
Hepatitis B	Travelers with potential exposure to blood
Tetanus	Travelers who are likely to have an accident from an expedition
Rabies	Travelers to regions where dogs, foxes, bats, etc. abound, particularly travelers to regions with no healthcare facility Travelers who may come into contact with animals including animal researchers
Polio	Travelers to endemic regions
Japanese encephalitis	Long term travelers to endemic regions (primarily in rural areas of Southeast Asia where pigs are raised)

Reference: Forth website of the Quarantine Information Office of MHLW at <http://www.forth.go.jp/useful/vaccination.html>

★Country and regional information

The epidemic situation and prevention method of infectious diseases by country, handling of illness, etc. are posted on the website of the Quarantine Information Office of MHLW.



Reference: FORTH website of the Quarantine Information Office of MHLW at <http://www.forth.go.jp/useful/vaccination.html>.

④Traveler's insurance

(1) Student Educational Research Activities Accident Insurance

For unexpected disaster and accident coverage during education and research activities in the University of Tsukuba, our university collectively takes out insurance and covers the insurance premium for all the students. The insurance coverage applies to cases when a student sustains a physical injury following a sudden and unexpected event arising out of and in the course of education and research activities of our university both in Japan and overseas.

◆Students covered by the insurance

Here are the students covered by the insurance at our university.

(a) Degree students: Undergraduate students, Graduate students (including students of evening programs for working adults), Students of the Acupuncture and Physical Therapy Teacher Training School

(b) Non-degree students: Credited auditors, Research students, Exchange students, Exchange research students, Intensive Japanese language course students

◆Scope of activities covered by the insurance

In cases when a student sustains a physical injury following a fortuitous accident during education and research activities of our university both in Japan and overseas. "During education and research activities" means the following:

During the regular curriculum

- (a) While taking a class conducted by lecture, experiment, practical training, exercise, or practical skill (collectively referred to as “class”), including the following periods
- (b) While engaging in graduation thesis research or academic dissertation research based on the academic advisor’s instruction. Except while engaging these within areas of the covered student’s personal life.
- (c) While getting ready for or finishing a class based on the academic advisor’s instruction or while conducting a research activity at a classroom, library and archive of the university or foreign language center.
- (d) While attending various events as part of education activities including the entrance ceremony, orientation, and commencement ceremony hosted by the university.
- (e) While within a university facility other than (a) and (b) above.
- (f) While within a facility owned, used, and managed by the university for education activities. Except while within the student residence hall, during hours or while within an area forbidden by the university, or while performing acts forbidden by the university.
- (g) While participating in an extracurricular activity (club activity) reported to the university outside a university facility, while participating in a cultural activity or physical activity under the supervision of student groups authorized by the university and following routine procedure in conformity to university regulations. Except while participating in dangerous sports including mountain climbing or hang-gliding, during hours or while within an area forbidden by the university, or while performing acts forbidden by the university.
- (h) When a student sustains a physical injury following an accident on his/her way to the university and an accident when he/she is in transit between university facilities, etc.

During commute

- (a) While shuttling between your residence and a university facility, etc. by rational route and means (except means forbidden by the university) with an intent to participate in a university class, etc. university event, or extracurricular activity (club activity).
- (b) While in transit between university facilities, etc.: While in transit between places where a class, etc. university event, or extracurricular activity (club activity) is taking place aside from a facility owned, used, and managed by the university for education activities by rational route and means (except means forbidden by the university) with an intent to participate in a university class, etc. university event, or extracurricular activity (club activity).

◆ Situations in which insurance will not cover a loss

An event due to an intentional act, war, suicidal behavior or criminal behavior, or driving while unqualified or intoxicated, an event due to brain disease, illness, insanity, earthquake, eruption, tsunami, harmful effects of nuclear fuel material, etc., a whiplash injury and back problem without an objective symptom, an event due to dangerous sports including mountain climbing (where climbing gears are used including an ice ax), luge, bobsled, and hang-gliding, and a game, competition, entertainment (including practice), test run, etc. with a vehicle including cars other than in a highway and carried out as an extracurricular activity. A sudden and unexpected event that does not satisfy conditions including drinking-related acute alcoholism or time-related aggravated injury is also not covered.

Scope of coverage	Indemnity in the event of death	Indemnity for disability resulting from an injury	Indemnity to cover medical expenses	Indemnity for hospitalization
During the regular curriculum or university event	¥20,000,000	¥900,000~ ¥30,000,000	Number of Treatment Days: 1 day or more ¥6,000 ~ ¥300,000	¥4,000 per day
While within a university facility, other than those above	¥10,000,000	¥450,000~ ¥15,000,000	Number of Treatment Days: 14 days or more ¥30,000~¥300,000	¥4,000 per day
During an extracurricular activity reported to the university outside a university facility	¥10,000,000	¥450,000~ ¥15,000,000	Number of Treatment Days: 14 days or more ¥30,000~¥300,000	¥4,000 per day
During commute	¥10,000,000	¥450,000~ ¥15,000,000	Number of Treatment Days: 4 days or more ¥6,000~¥300,000	¥4,000 per day
While in transit between university facilities, etc.	¥10,000,000	¥450,000~ ¥15,000,000	Number of Treatment Days: 4 days or more ¥6,000 ~ ¥300,000	¥4,000 per day

◆Types of insurance and amount of indemnity

*The indemnity for hospitalization is paid from the first day of hospitalization, regardless of the type of medical insurance.



◆How to claim insurance

If an accident or injury occurs, report it and process an insurance claim in person.

(a) Notice of loss and damage

If an accident or injury occurs, report the date and time, location, and circumstances of occurrence of the accident and the extent of injury to the Student Support of the corresponding Academic Service Office without delay and submit the “Accident Notification Postcard” within 30 days after the accident.

(b) Insurance claim

Please attach an accident report to the “Student Educational Research Activities Accident Insurance Claim Form” and submit it to the Student Support of the corresponding Academic Service Office with a recovery status report, patient registration card, etc. after recovery. If the amount of the insurance claim exceeds ¥100,000, a doctor’s certificate is required.

◆Others

(a) The “Student Educational Research Activities Accident Insurance Guide” will be distributed with the forms for admission to all the new students. Please read the guide because it includes necessary information on insurance claim, etc.

(b) Other than the “Student Educational Research Activities Accident Insurance Guide”, a student can optionally take out the “Personal Liability Insurance for Students” to indemnify students for personal liability for injury caused to a third party or property damaged during the regular curriculum, a university event, and extracurricular activity and the “Student Life Comprehensive Insurance” where coverage is extended to the entirety of the student’s life.



If you want to take out the insurance, ask the Student Support of the corresponding Academic Service Office or the Student Support of the Division of Student Welfare.

Reference: Outline of the Student Educational Research Activities Accident Insurance at <http://www.jees.or.jp/gakkensai/>

(2) Credit card overseas travel accident insurance

Credit cards may come with overseas accident insurance. Provided, however that the credit card is subject to use rather than automatic compensation. The duration of the insurance is most likely a maximum of 90 days and long-term travel should be taken with caution.

(3) Overseas study insurance, etc.

As already explained, if you have a credit card, you are eligible for compensation. However, credit card insurance without cashless service, etc. is not so versatile. The amount of credit card compensation alone cannot indemnify everything in times of emergency. Healthcare overseas is different from that of Japan and it is a fact that it can be expensive. Take out an optional overseas accident insurance, study abroad insurance, etc. that you can afford before departure.

The University of Tsukuba introduced the Overseas Students Safety Management Assistance (OSSMA), which will be described further below in July 2013. The Study Abroad Insurance with OSSMA Risk Management Services (insurance underwriter: Sonpo Japan Nipponkoa Insurance, Inc.) is an insurance that you can take out only when you apply for OSSMA.

Study Abroad Insurance with OSSMA Risk Management Services

Coverage Option	Insurance Amount (JPY)	
	A	B
Plan	A	B
Injury Death, Physical Impediment	-	1,000,000
Indemnity Liability	100,000,000	100,000,000
Medical Treatment, Rescuer Cost	100,000,000	100,000,000
Baggage Damage	-	200,000
Aircraft Delay	-	20,000
Retardation Compensation for Luggage	-	100,000

Period of Insurance	Insurance Fee (JPY)		Period of Insurance	Insurance Fee (JPY)	
	A	B		A	B
Plan			Plan		
1 day	1,200	1,870	up to 25 days	6,740	9,400
2 days	1,360	2,210	up to 27 days	7,170	9,970
3 days	1,740	2,660	up to 29 days	7,410	10,350
4 days	2,100	3,070	up to 31 days	7,500	10,560
5 days	2,460	3,710	up to 34 days	7,720	10,940
6 days	2,680	4,100	up to 39 days	9,300	12,780
7 days	2,910	4,420	up to 46 days	11,610	15,370
8 days	3,130	4,730	up to 53 days	14,300	18,320
9 days	3,350	5,060	up to 2 months	17,370	21,720
10 days	3,560	5,350	up to 3 months	24,760	30,070
11 days	3,780	5,650	up to 4 months	36,280	42,760
12 days	4,000	5,960	up to 5 months	47,600	55,090
13 days	4,230	6,270	up to 6 months	58,740	67,270
14 days	4,440	6,560	up to 7 months	70,000	79,550
15 days	4,660	6,810	up to 8 months	81,310	91,890
up to 17 days	4,990	7,230	up to 9 months	92,930	104,570
up to 19 days	5,420	7,230	up to 10 months	104,330	116,990
up to 21 days	5,860	8,300	up to 11 months	115,290	128,970
up to 23 days	6,300	8,840	up to 1 year	126,720	141,420

Insurance Underwriter

Sonpo Japan Nippon Kowa Insurance, Inc.

Nihonbashi 2-2-10, Chuoku, Tokyo

Tel 03-3231-4678

⑤ Overseas Students Safety Management Assistance (OSSMA)

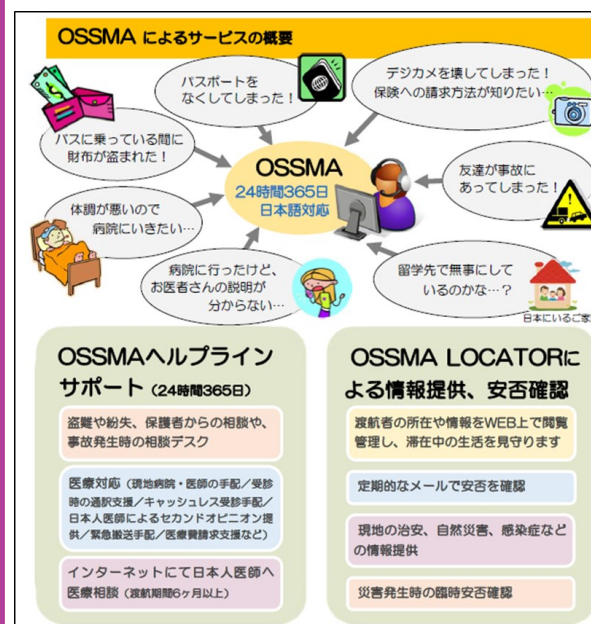
(1) Outline of OSSMA services

The University of Tsukuba introduced OSSMA by Emergency Assistance Japan (EAJ) in preparation for problems including happenings, accidents, etc. at your destination when you travel overseas for education, training, internship, research investigation, academic conference, convention, etc.

The traveler's insurance is a system to provide a certain amount of money to those who contracted an illness or encountered an accident overseas whereas OSSMA does not cover necessary cost in response (medical bill, etc.) but makes accurate recommendations of local hospitals, transportation to the hospital, etc. if a happening or accident occurs during your stay

overseas. For students to make the most of their lives overseas, if a problem occurs during their stay, OSSMA will provide appropriate support in Japanese 24 hours a day, every day.

The University of Tsukuba recommends that students apply for membership.



(2) Helpline cases

Please do not hesitate to consult the helpline at any time.	
If a problem occurs during your stay, assistance coordinators will provide support in Japanese 24 hours, every day at the OSSMA helpline.	
For example, at a time like this...	Service content
Lost passport	You will be told about authorities concerned including embassies and advised how to apply for a new passport.
Feel ill	As the situation demands, an appropriate healthcare facility will be introduced and the facility will be contacted to make arrangements.
Concerned about being understood at a hospital	An assistance coordinator will interpret for you and the foreign doctor by telephone.
I want to know about making payments at a hospital.	As the situation demands, assistance coordinators will stand in for making payments or provide support for subsequent insurance claims.
Serious accident	As may be necessary, assistance coordinators will arrange for the dispatch of doctors, emergency transport, and repatriation.

(3) OSSMA membership fee (As of September 2014)

Period of Stay	Personal Membership Fee (JPY, Tax Included)	Period of Stay	Personal Membership Fee (JPY, Tax Included)
1 month	3,240	5 months	18,360
2 months	5,400	6 months	21,600
2 months	10,800	7-9 months	25,920
4 months	14,580	10-12 months	29,160

(4) OSSMA membership application

(a) If you apply, fill in the required items in the file named “Application for OSSMA Membership (Passenger Information)” in the URL of the Global Commons of the University of Tsukuba and as a general rule, send the application by e-mail at least 1 month before departure.

Application for OSSMA Membership

<http://g-commons.global.tsukuba.ac.jp/news/news/applicationguide/>

Please send the application to the address below:

<mailto:commons-hp@g-commons.global.tsukuba.ac.jp>.

(b) Please pay the individual charge to EAJ according to the length of stay. The bank transfer fee shall be paid by the applicant.

Please pay the individual charge to the account below:

Bank: Resona Bank

Branch: Nihonbashi Branch

Account no.: Ordinary Deposit 0130161

Account holder's name: Emergency Assistance Japan Co., Ltd.

(c) We will give you a membership card (ID) and service guidebook upon confirmation.

(d) Please access the OSSMA website (OSSMA Locator) in the service guidebook and fill in all of your travel information.

★You will need to take out the Study Abroad Insurance with OSSMA Risk Management Services separately on your own.

The Study Abroad Insurance with OSSMA Risk Management Services Guidebook is at <http://g-commons.global.tsukuba.ac.jp/news/news/applicationguide/>.

The Guidebook and Enrollment Form is located at the bottom of the above website.

4.Arrival

① Things to do immediately after arrival

(1) Submission of notification of residence

If staying overseas for more than 3 months, you have a duty to submit the “Residence Report” to the Japanese Embassy or Consulate General (hereinafter referred to as “diplomatic establishments abroad”) pursuant to Article 16 of the Passport Act. Along with the “Residence Report”, diplomatic establishments abroad are involved in assistance activities through the confirmation of the address and emergency contact number of Japanese involved in a disaster, accident, etc. You can also register through the Internet. Students of foreign nationality should follow their country’s regulations and confirm with their country’s diplomatic establishments abroad.

The Overseas Residential Registration (ORRnet) of MOFA is at <https://www.ezairyu.mofa.go.jp/>.



However, if staying for less than 3 months, be sure to register at “Tabireji” of MOFA at <https://www.ezairyu.mofa.go.jp/tabireji/> so you can receive an integrated notification in emergency from diplomatic establishments abroad in your registered e-mail address and you can be contacted through your registered telephone number, hotel, etc. in a state of emergency in the country or region of your destination.



(2) Report of contact information

When you arrive at your destination, the first thing to do is to keep your family and the university updated. After that, be in contact regularly with them and if traveling to another country or region, notify them your whereabouts.

(3)University of Tsukuba Overseas Offices

The University of Tsukuba has established overseas offices, with local staff who are well-versed in the local situation, at 13 locations in 12 countries and regions around the world. (We are earnestly making all necessary arrangements for some of the overseas offices.) When you go and study in these regions, please be in contact with the relevant overseas office as may be necessary. Also, for services that OSSMA is able to address, please use the OSSMA Helpline.

Tunis Office (Tunisia)

Address: National Agronomic Institute of Tunisia (INAT) 43, Avenue Charles Nicole, Cité El Mahrajène Tunis, Tunisia

Tel: +216-71- 289-569

E-mail: ut.tunisoffice@un.tsukuba.ac.jp

Tashkent Office (Uzbekistan)

Address: Department of Japanese Language, Faculty of Far Eastern and South Asian Language, Tashkent State Institute of Oriental studies 1000047, Shakrisabas, 25 str., Tashkent, Uzbekistan

Tel: +998-71-2337-966

E-mail: centralasia.office@un.tsukuba.ac.jp

Almaty Office (Kazakhstan)

Address: Department of Korean and Japanese language, Faculty of Oriental Studies, Al-Farabi Kazakh National Univeristy, 95a Karasal batyr, Almaty, Kazakhstan.

Tel: +7-727-243-83-57

E-mail: Almaty-office@un.tsukuba.ac.jp

Ho Chi Minh City Office (Vietnam)

Address: rd Floor, 268A Nam Ky Khoi Nghia, District3, Ho Chi Minh City, Vietnam

Tel: +84-8-39326258

E-mail: ut.vietnam@un.tsukuba.ac.jp

Kuala Lumpur Office (Malaysia)

Address: Malaysia-Japan International Institute of Technology (MJIT), Universiti Teknologi Malaysia (UTM), Jalan Semarak 54100 Kuala Lumpur, Malaysia

Tel: +603-2203-1214

E-mail: tuanazma@gmail.com

Taiwan Office (Taiwan)

Address: Center for Biotechnology, National Taiwan University

No.81, Chang-Xing Street, Taipei 10617 Taiwan

TEL: +886-2-3366-9313

E-mail: ut-taiwan@un.tsukuba.ac.jp

Shanghai Office (China)

Address: 上海市中山北路3663号 華東師範大学國際教育楼301室

Tel: +86-21-3252-9502

E-mail: shanghai-tsukuba@un.tsukuba.ac.jp

Beijing Office (China)

Address: 北京市海淀区中関村北四環西路33号 中国科学院文献情報中心621室

Tel: +86-134-3252-9502

E-mail: beijing-tsukuba@un.tsukuba.ac.jp

Bonn Office (Germany)

Address: Ahr Street 58, 53175 Bonn, Germany

Tel: +49-(0)228-8237-7915

E-mail: eu-tsukuba@un.tsukuba.ac.jp

Bordeaux Office (France)

Address: 146 rue Léo-Saignat 33076, Bordeaux Cedex, France

E-mail: ut-bordeaux@un.tsukuba.ac.jp

Irvine Office (USA)

Address: University of California, Irvine, CA 92697, USA

E-mail: skawauch@uci.edu

② Precautions during your stay

(1) Local laws, rules, and regulations

There are laws and regulations different from that of Japan in the country or region of your destination for study or training. The regulations or punishment of the host university is also different from that of Japanese universities so after consultation with your tutor, etc., conduct yourself with great caution.

(2) Manner, culture, custom, etc.

Manner and custom including the interpretation of culture, value and religion differ quite a bit from country to country. Check the circumstances of your host country or region in advance, maintain an interest and a respect for historic background, religion, lifestyle, and conduct yourself with great caution in order not to offend the local people.

Reference information:

Countries & Regions, Japan International Cooperation Agency (JICA) at <http://www.jica.go.jp/regions/seikatsu/>

Japan Overseas Security Association at <http://www.josa.or.jp/travel/manual/case/local.html>

(3) Safety measures

(a) Stay out of dangerous places

Please refrain from traveling to a politically unstable or volatile region due to civil war, coup d'état, and terrorism incident and give careful consideration if you need to travel. Be on guard against carelessly approaching common sites of violent crimes including robbery, going out at night, and walking alone.

(b) Avoid carrying a large amount of cash and valuables.

Avoid carrying a large amount of cash and valuables when you go out.

(c) Traffic rules and traffic situation

Overseas traffic rules are different from that of Japan so be on guard against accidents with great caution.

(d) Possession or use of drugs

Overseas laws include serious penalties for drug abuse and some countries still have draconian punishments surpassing that of Japan. Never possess or use drugs.

(e) Handling incidents

Be familiar with the security situation and the tendency, modus operandi, laws, and mindset on crime at your destination in advance. MOFA introduces the following as case examples and countermeasures against trouble.

- (i) Pickpocket, luggage lifting, and bag-snatching
- (ii) Fake cop
- (iii) Jewelry fraud and credit card fraud
- (iv) Choking robbery and full nelson robbery
- (v) Gambling (trump) fraud

For details, please visit http://www.anzen.mofa.go.jp/c_info/makio.html

(4) Health and hygiene

(a) If you contract an illness

Please take advantage of the health center in your host university and consult with your host university as may be necessary. If making a visit to a clinic other than a partner institution of your voluntary insurance company, a credit card may be needed by the hospital. Please also see the doctor with the insurance card of your traveler's insurance and passport.

(b) Precautions in hygiene

Many Japanese have diarrhea caused by the difference in hard water and soft water so avoid drinking water fresh from the tap. You might want to drink commercially available bottled water. The government of many developing countries does not conduct health inspection so avoid eating at a street stall.

(5) In an emergency

(a) Keep track of information on danger from diplomatic establishments abroad

By filing the residence registration described above, diplomatic establishments abroad will confirm your safety in emergencies including disaster and terrorism, give contact arrangements for evacuation and refuge. It is important to keep track of information on danger regularly during your stay through their website, etc.

(b) Keep track of the risk management system at your host university

Please attend the orientation carried out at the host university and check as to how to get in touch with the police and hospitals in an emergency and how to cope on-campus.

(6) Emergency contact

If you are exposed to dangers including happenings, accidents, and natural disasters during your stay, take the following steps.

(a) Please contact the host university and follow their instructions.

(b) Please contact a diplomatic establishment abroad and follow their instructions.

(c) OSSMA members should contact the OSSMA Helpline and follow their instructions.

(d) Please contact your program manager and family and confirm your safety.

(e) If you cannot contact them personally, ask an official of the host university or a diplomatic establishment abroad to contact your university and family.

(7) Mental health while studying overseas

If unfamiliar overseas life, academics, research, human interaction, culture shock, etc. are mentally hard on you, do not worry by yourself and consult with the university counselor, close family member, etc. or medical specialist. You should make sure to use the consultation services of the host university and if you are an OSSMA member, you could also contact the help desk and get a referral of a healthcare facility that will provide consultation in Japanese.

5. After returning home

(1) Please take extra care of your health condition after returning home. There are cases when illness begins after 1 month after returning home so if you notice any ongoing symptoms including fever, visit a healthcare facility immediately.

(2) After arrival, if you have diarrhea, a fever, etc., please notify the Quarantine at the airport.

References:

- *How to stay safe abroad*, Center for International Exchange, Global Learning Center, Tohoku University.
- *Kaigai toko kiki kanri guidebook* (Overseas travel risk management guidebook), July 2010, The University of Tokyo.
- *Guide for safe overseas study*, July 2014, International Office, Tokyo Institute of Technology.
- *Kaigai toko anzen kanri manual* (Overseas travel security management manual), June 2013, Institute for International Relations, Ehime University.
- Handouts from the University international exchange and overseas training –Seminar on risk management for managers I-, June 3, 2014, Japan IR&C Corp. and AIU Insurance Co. Ltd.
- Handouts from the 24th JSOSC District Seminar (Tohoku district) – Thinking of crisis management in overseas dispatch and training- (Tohoku University), July 10, 2014, The Japanese Council for the Safety of Overseas Students.

Date of Publication: September 2014 (English version: February 2015)

International Exchange Support, Global Commons, University of Tsukuba

TEL 029-853-6792 FAX 029-853-6204