

February 1, 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, the following guidelines will apply to student international travel in 2021.

<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 by the day before the reference date.(\*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 on the reference date.
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. Approval of the Dean and the Trustee and Vice President for Educational and Student Affairs has been obtained.

※1 Reference date

More than 3 months of international travel : 90 days prior to the departing date
Less than 3 months of international travel : 60 days prior to the departing date

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

#### 【NOTES】

- The Overseas Travel Safety Information issued by the Ministry of Foreign Affairs of Japan must be checked at noon on the reference date and if either the travel advice and warning level or the infectious disease warning level is Level 2 or higher, travel to the country will not be permitted.
- Even if both the travel advice and warning level and the infectious disease warning level are lowered to Level 1 or below on or after the reference date, travel to the country will not be permitted.
- 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 on or after the reference date, travel to the country must be canceled. Those who have already traveled to the country must return to Japan.

In such case, JAIST will cover all the related expenses based on the regulations of JAIST. Those who are traveling at their own expense must pay the related fees themselves.

- The responsible section will inform the students of whether the travel is approved or not after the reference date. 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 day before the reference date(※2)

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 on the reference date.
3. Approval of the Dean and the Trustee and Vice President for Educational and Student Affairs has been obtained.

※2 Reference date

3 weeks prior to the departing date
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Note that if the reference date falls on a weekend or national holiday, it is set on a preceding weekday.

**【NOTES】**

- The Overseas Travel Safety Information issued by the Ministry of Foreign Affairs of Japan must be checked at noon on the reference date and if either the travel advice and warning level or the infectious disease warning level is Level 3 or higher, travel to the country will not be permitted.
- Even if both the travel advice and warning level and the infectious disease warning level are lowered to Level 2 or below on or after the reference date, travel to the country will not be permitted.
- 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 on or after the reference date, travel in the country must be canceled. Those who have already traveled must return to their home. In such case, JAIST will cover all the related expenses based on the regulations of JAIST. Those who are traveling at their own expense must pay the related fees themselves.
- If the COVID-19 situation in the host country / region worsens during while visiting the country and students cannot return to their home, they must pay for all the expenses related to the extension of their stay.
- 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.

- The responsible section will inform the students of whether the travel is approved or not after the reference date. In case that the travel 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 items 4, 5 and 8 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>

Private travel is strongly asked to quarantine. If there is a need to go abroad privately for unavoidable reasons, 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.

All the private travelers are required to get a travel insurance that covers entire period of the travel and additionally vaccination of COVID-19 Vaccine is strongly encouraged before making all the travel mentioned above.

After entering Japan, they must stay at a quarantine facility near the airport for 7 days, including the period specified by the quarantine station. However, if they have a home (excluding JAIST House) where they can stay in a private room (with private bath and toilet), they are allowed to stay at their home as a quarantine site after leaving the quarantine facility. In addition, those who self-quarantine 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 they have to self-quarantine at a place other than a hotel for unavoidable reasons, informing the place and its address is required.

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 \_\_\_\_\_  
(Attach a vaccination certificate.)

I accept and agree to comply fully with the following COVID-19 guidelines.  
For other matters stipulated by JAIST, I adhere to the regulations set by JAIST.

Guidelines

You must have permission to travel abroad from your family.

1. You must be in good health to travel abroad.
2. You must get a travel insurance that covers entire period of the travel.
3. 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.
4. When returning to Japan, you must follow orders and submit a COVID-19 test certificate issued within 72 hours before departing from a foreign country to a quarantine station if required. You must also follow orders to submit a declaration form agreeing to not use public transportation for 7 days after entering Japan, self-quarantine at a hotel nearby an airport, save and provide your location and use the COVID-19 Contact-Confirming Application and etc.
5. 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.
6. If the COVID-19 situation worsens, JAIST will put the safety of our students first and cancel your visit or order you to return to Japan. In such case, you must follow the order by JAIST immediately. Costs related to cancellation of your visit or your return to Japan will be covered by JAIST based on the regulations of JAIST. (Except for those who are traveling at their own expense.)
7. 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.
8. In case of death, your family will be responsible for transporting your body (bones).
9. For any other unclear matters or matters not specified above, you must follow the orders by JAIST.

(Supervisor)

Date of approval \_\_\_\_\_ Name(Signature) \_\_\_\_\_

\* 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.