

## Procedure after Selection (Category 1)

### From the notification of selection results until departure

#### 1 Procedures for changing travel plan before departure

In principle, itinerary change is not permitted, but in unavoidable case, following documents should be submitted as soon as possible.

	Documents	How to submit	Notes
1	(Form 4) Change of Plan	by email	
2	(Form 2) Itinerary	by email	Update your itinerary.
3	[Applicable persons only] Estimate of airfares	by email	This document must be submitted only if there are any changes to your flight.

#### 2 Documents required to be submitted before departure

**As soon as your itinerary is fixed, please submit the following documents.**

**The estimated amount of the research support grant will be transferred to your account within three weeks after the document check is completed.**

	Documents	How to submit	Notes
1	(Form 2) Itinerary [final version]	by email	<b><u>Update it to the final itinerary.</u></b> <b><u>In the “Accommodation” field, enter the name of the accommodation where you will actually plan to stay.</u></b>
2	Flight itinerary, e-ticket, quotation, and so on.	by email	Submit documents confirming the airfare, passenger, departure date, flight number, and seat class.
3	Air ticket receipt	Send the original by postal mail. However, if it is issued in electronic media, email attachments are acceptable.	The receipt must show the amount and date of payment.

4	[Applicable persons only] Credit card statements	by email	<ul style="list-style-type: none"> <li>This documents only need to be submitted if the air ticket was paid in a foreign currency by credit card and settled with the card company in Japanese yen.</li> <li><b><u>Information not relevant to the purchase of air ticket should be masked (blacked out).</u></b></li> </ul>
5	Local Remittance Registration Application	by email	No submission required if your account registration has already been completed.
6	(Form 8) Overseas travel insurance application form	by email	
7	Notification of Visit to Foreign Countries	Submit the electronic data <b><u>to your program (department) office.</u></b>	Download the form from <a href="#">SOKENDAI website.</a>

### **During the trip**

#### **3 Procedures for changing travel plan during the trip**

In principle, itinerary change is not permitted, but in unavoidable case, the following documents should be submitted as soon as possible.

	Documents	How to submit	Notes
1	(Form 4) Change of Plan	by email	
2	(Form 2) Itinerary	by email	Update your itinerary.

### **After the trip ends**

#### **4 Documents required to be submitted after the trip**

**Please submit the following documents within 7 days after the end of your trip.**

**If your itinerary is changed from the original plan, an excess amount may be refunded, or an additional payment may be made for the shortfall.**

	Documents	How to submit	Notes
1	(Form 5) Final Report	by email	
2	[Applicable persons only] (Form 2) Itinerary [final version]	by email	<b><u>Please submit this document only if there have been changes to your itinerary (including only changes to accommodations) from the one you submitted prior to departure.</u></b>

3	Boarding pass stubs or boarding certificates	Send the originals by postal mail. However, self-printed boarding passes or other electronic data may be submitted by email.	If you are using ticketless system, you may submit the boarding gate information sheets, self-printed boarding passes or screenshots of mobile boarding passes or online check-in completion are acceptable instead of stubs or certificates.
4	(Form 9) Reimbursement Request Form	by email	This form is for requesting reimbursement of conference participation fee
5	Receipt of conference participation fee	Send the original by postal mail. However, if it is issued in electronic media, email attachments are acceptable.	The receipt must show the amount and date of payment.
6	A copy of the participation pass	by email	If you have not receive a participation pass, a document that proves your participation is acceptable (such as a certificate of attendance or a copy of the program with your name on it).
7	[Applicable persons only] Credit card statements	by email	<ul style="list-style-type: none"> <li>• This documents only need to be submitted if the conference fee was paid in a foreign currency by credit card and settled with the card company in Japanese yen.</li> <li>• <b><u>Information not relevant to the payment of conference fees should be masked (blacked out).</u></b></li> </ul>

**Note: Depending on your program (department), you may need to submit documents other than those listed above, so please follow the instructions of your program (department) office.**

### *In case of trip cancellation*

#### 5 Procedures in case of trip cancellation for unavoidable reasons

If your trip is cancelled due to unavoidable reasons, the applicant should notify the program office immediately. Expenses incurred due to cancellation (limited to expenses related to airfare) may be reimbursed in accordance with the SOKENDAI's regulations.

### *Others*

#### 6 Overseas Crisis Management Service (“Anshin Support Service”)

You must join the “Anshin Support Service,” an overseas crisis management service under contract with SOKENDAI (SOKENDAI will undertake membership procedures and pay membership fees). For instructions on how to use the service, please check the details of the email forwarded to you from the Anshin Support Service, and install and register on the Anpi Kakunin app on your smartphone. This app is linked to the Ministry of Foreign Affairs overseas travel registration “tabiregi,” so Japanese students can check the latest safety information and information, which will be forwarded when there is an emergency at the stay destination.

#### 7 Documents required for visa application

If a certificate of scholarship or certificate of overseas travel insurance is required for visa application, please contact the program office.

#### 8 Submission destination

SOKENDAI Student Dispatch Program Office (Student Affairs Section)

Address: Shonan Village, Hayama, Kanagawa 240-0193 Japan

Email: [internship@ml.soken.ac.jp](mailto:internship@ml.soken.ac.jp)