

Procedure after Selection (Category 3)

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 | <u>Update it to the final itinerary.</u> <u>In the “Accommodation” field, enter the name of the accommodation where you will actually plan to stay.</u> |
| 2 | [Only if you travel by air] Flight itinerary, e-ticket, quotation, and so on. | by email | Submit documents confirming the airfare, passenger, departure date, flight number, and seat class. |
| 3 | [Only if you travel by air] 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 | Local Remittance Registration Application | by email | No submission required if your account registration has already been completed. |

Note: If tuition fees, bench fees, etc. will be paid to the host institution, the following documents should be submitted according to the amount of those fees.

[Less than JPY 300,000]

Please pay the fees by yourself and submit the following documents.

| | Documents | How to submit | Notes |
|---|-------------------------------------|---|---|
| 1 | (Form 9) Reimbursement Request Form | by email | This form is for requesting reimbursement of tuition/bench fees |
| 2 | Receipt of tuition fee/bench fee | Send the original by postal mail. However, if receipt is issued electronically, email attachments are acceptable. | |

[JPY 300,000 or more]

Please do not pay by yourself and submit the following documents.

| | Documents | How to submit | Notes |
|---|-------------------------------|---|--|
| 1 | Tuition fee/Bench fee invoice | Send the original by postal mail. However, if invoice is issued electronically, email attachments are acceptable. | If you wish to make an advance payment under special circumstances, please contact the program office. |

During the trip

3 Documents required to be submitted during the trip **(Only if your trip is longer than 2 months)**

Please submit the following documents every month after your departure.

| | Documents | How to submit | Notes |
|---|-------------------------|---------------|--|
| 1 | (Form 7) Monthly report | by email | CC your supervisor when submitting the document. |

4 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

5 Documents required to be submitted after the trip (Part 1)

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 | <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> |
| 3 | [Only if you travel by air] 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. |

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.

6 Documents required to be submitted after the trip (Part 2)

Please submit the following documents within 1 month after the end of your trip.

| | Documents | How to submit | Notes |
|---|--|---------------|--|
| 1 | (Form 10) Brief Description of Your Research | by email | Please refer to Attached "Submission Guidelines for "Brief Description of your Research." Since your description will be posted on the SOKENDAI website, you must obtain the consent of your supervisor and fellow researchers to publish the research results. |

In case of trip cancellation

7 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

8 Submission destination

SOKENDAI Student Dispatch Program Office (Academic Affairs Section)

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

Email: internship@ml.soken.ac.jp