

Procedure after Selection (Category 2)

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 people 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	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 people only] Credit card statements	by email	<ul style="list-style-type: none"> 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. <u>Information not relevant to the purchase of air ticket should be masked (blacked out).</u>
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 <u>to your program (department) office.</u>	Download the form from SOKENDAI website.

Note: If tuition fees, bench fees, participation 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/participation fee	Send the original by postal mail. However, if receipt is issued electronically, email attachments are acceptable.	
3	[Applicable people only] Credit card statements	by email	<ul style="list-style-type: none"> This documents only need to be submitted if the tuition/bench fees were paid in a foreign currency by credit card and settled with the card company in Japanese yen. <u>Information not relevant to the tuition/bench fees should be masked (blacked out).</u>

[JPY 300,000 or more]

Please do not pay yourself and submit the following documents.

	Documents	How to submit	Notes
1	Tuition fee/Bench fee /Participation fee invoice	Send the original by postal mail. However, if invoices are 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 plans 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.

At the end of the first fiscal year

5 Documents required to be submitted at the end of the first fiscal year.

Please submit the following documents by April 7 of the second fiscal year.

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 6) Report at the End of the First Fiscal Year	by email	Please prepare a report up to March 31 of the first fiscal year. <u>(The report must be dated March 31st.)</u>
2	[Applicable people 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 accommodation) from the one you submitted prior to departure.</u>

3	Boarding pass stubs or boarding certificates (outbound only)	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.
---	--	--	---

After the trip ends

6 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 people 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 accommodation) from the one you submitted prior to departure.</u>
3	Boarding pass stubs or boarding certificates (return trip only)	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.

7 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

8 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 SOKENDAI’s regulations.

Others

9 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.

1 0 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.

1 1 Submission destination

SOKENDAI Student Dispatch Program Office (Academic Affairs Section)

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

Email: internship@ml.soken.ac.jp